

Accounts Payable

Classic AS/AP™

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PREFACE

This manual is intended for users who understand the concepts of basic accounting and bookkeeping, are familiar with the basic operations of their computer hardware, and who understand the accounting and bookkeeping procedures and requirements of their company.

All of the **AS/APtm** manuals have been structured around the assumption that the user understands the basic conventions of the **AS/APtm** program as described in the System Utilities Manual.

The single most confusing reference in the manuals is the convention of indicating a specific key which is to be pressed. The "<" and ">" symbols are used to enclose the *name* of a specific key. Therefore, <A> indicates that the user is to press the *letter* "A". When not assigned a specific Hot Key function within a program module, the following assignments are in effect.

<F2> Function key #2 places a "½" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F4> Function key #4 places a "¼" in the alpha data entry field. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<F10> Function key #10 is used at any point that the user wishes to jump through an entire input screen without making any changes. This is only effective if the key isn't programmed for a different Hot Key purpose displayed on the screen.

<Esc> Indicates the key that is usually marked "Esc". The "Escape" key is used for just that, to escape from where you are. If <Esc> is pressed from most menus, the program will back one menu.

If escape is used during data entry, it will terminate the entry process. In most cases if <Esc> is pressed **during** data entry, it will cause the system to ignore the last input. This does not include points in the program where the system specifically instructs the user to press <Esc> to quit or return to the previous menu.

<Enter> Indicates that the user is to press the <Return>, <Enter>, **5**, or equivalent key.

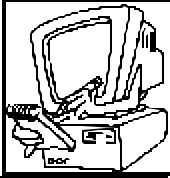
<Ctrl> The Control key is **always** used in conjunction with another key, in the same manner as the shift key. <Ctrl><Y> indicates that the user is to press the Control key and the letter "Y" at the same time.

<PgDn> Page Down key on the numeric key pad. If the number lock (NumLock) light is lit, the user can press the <Shift> and <PgDn> at the same time to get the desired effect. The same rules are true for *all* of the keys in the numeric key pad. Other related keys include : <PgUp>, <Home>, and <End>

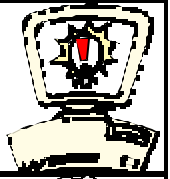
<Ins> The 'Insert' key will toggle the *INSERT* function on and off. With *Insert On*, whatever the user enters from the keyboard, will push existing characters to the right of the data entry field.

 The *Delete* key will delete the character under the cursor, when the key is pressed.

Shown below are the five other symbols that appear throughout the **AS/AP™** manuals and a brief description of each:



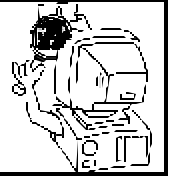
NOTES: IN THE LONG TERM THESE ITEMS MAY SERVE TO BE VERY HELPFUL.



WARNING: THESE IMAGES WILL HELP YOU AVOID TROUBLE.



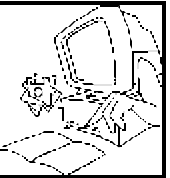
DANGER: *EXTREMELY* IMPORTANT ISSUES WILL BE PRECEDED BY THIS IMAGE.



UNDER DEVELOPMENT: THIS IMAGE DENOTES AREAS OF THE PROGRAM THAT ARE UNDER DEVELOPMENT.



CUSTOM MODIFICATIONS: THIS IMAGE WILL POINT OUT AREAS OF THE PROGRAM THAT INVOLVE CUSTOM MODIFICATIONS.



REFERENCE: THIS IMAGE IS USED TO INSTRUCT THE USER TO REFER TO ANOTHER MANUAL FOR FURTHER INFORMATION.

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Accounts Payable Menu

The Accounts Payable Menu is reached by moving the Light Bar left or right until the following appears:

Util Ledger Payable Receiv Sales Finish Raw Mat'l Payroll E D I

```

1. Vendor File Maintenance .....
2. Post Invoices Payable
3. Query Vendor Account
4. Pay Vouchers
5. Accounts Payable Reports
6. Enter Prior Payables
7. Month-End-Closing - AP
8. Change Working Date
R. Raw Material Processing
S. Message System
<Esc> - Return to Previous Menu
  
```

Your Company

October 1, 1997

The Operator will begin by entering Vendors through Selection '1', Vendor Maintenance. Then the Prior Payables are entered through Selection '6'. Once the account is up to date, Payables are entered using selection '2' and selection '6' is rarely, if ever, used again.

Keeping with the approach taken in other manuals, we will explain the operation of each function in detail in numerical order, beginning with Function 1 - Vendor File Maintenance.

Accounts Payable invoice terms are modifiable by the operator through a database. We have included a program which provides the user access to this database through the Vendor File Maintenance, under Code and Lookup Tables, or through System Utilities (Refer to the Utility Manual). The terms codes that are included are the same codes documented in this manual.

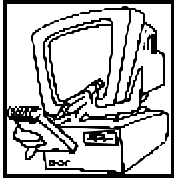
We must take a few minutes and discuss the new printer report control box. Throughout the manuals, the user is informed that the 'Press any key to begin printing...' prompt will be displayed, etc., etc. However, this prompt has been replaced with the following:



The user will notice that the font and size are shown at the top of the prompt. The font size can be reduced to 6 or increased 16. The file can also be sent to the screen or to a file by pressing <S>. If the user does not wish to follow through with the printing, pressing <Esc> will exit the printing process. Once ready to print, pressing <F10> will send the file to the printer.

Vendor Maintenance

This Function allows new Vendors to be added to the file and existing Vendors to be changed or deleted. Type the new Vendor number to enter a new Vendor and the program will check to make sure the number is not already in use. Press <Esc> to quit, or enter a current Vendor's number to change an existing Vendor record.



NOTE: THE VENDOR CODE IS A 9 CHARACTER ALPHANUMERIC FIELD.

Much of the Vendor data is used as default entries for other programs in the system. These defaults may be easily changed by modifying them in the record, or a temporary change can be made by overwriting them wherever they appear during program operation.

Selecting Function '1' from the main menu provides you with this submenu:

```

      [Vendor Maintenance]
1. Add/Edit/Delete Vendor
2. Print Brief Vendor List
3. Print Master Vendor List
4. Print Vendor Labels
5. Rebuild AP Index Keys
6. Code and Lookup Tables
7. Pack and Reindex AP Files
8. Add/Edit Ship To Addresses
<Esc> - Return to Previous Menu
  
```

Add/Edit/Delete Vendor

This function combines adding, editing and deleting vendors into one procedure. If you enter a vendor number that does NOT already exist, it can be added. Entering an existing vendor will display the information to be edited or to delete the vendor record.

After taking selection '1', your first prompt will be:

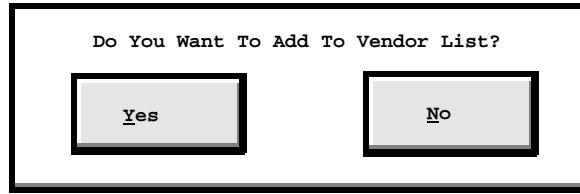
```

Enter Vendor Code (<Esc> to Quit).....
<F5> Search Note Pad
<F7> Random Lookup
  
```

Enter a vendor number of any combination of up to 9 characters (digits and/or numbers) or press <F7> to lookup a vendor based on the vendor name.

Add Vendor

When you enter the number of a vendor which is not in the system, you will be prompted:



If you made a mistake in typing the vendor number, a <N> will return you to the 'Vendor Code' prompt. If you press <Return> to accept the default of <Y>es, the screen will display the following to enter the new vendor:

The screenshot shows the 'AS/AP - Accounts Payable' window. At the top, there is a 'Vendor Code' field containing 'SAT'. Below this are several numbered sections for data entry:

- 1. Company Name:** Fields for Company Name, Address Line 1, Address Line 2, City, State, and Zip.
- 2. Payable To:** Fields for Payable To, Address Line 1, Address Line 2, City, State, and Zip.
- 3. Terms Code:** A field containing 'A-R'.
- 4. Last Check:** Fields for Last Check, Last Date, and Last Amt.
- 5. YTD Pur.:** Fields for YTD Pur. and Crd Limit.
- 6. Independent Contractor (IC):** Fields for Independent Contractor (IC) and ID.

Additional fields include Contact, Telephone, Fax Phone, Default GL, and Description.

An explanation for most of the fields is listed below:

- 1. Company Name** This entire block is used to enter the name, address, phone, fax and contact of the vendor. This block also includes a General Ledger account number which will become the default setting used by the invoice posting module.
- 2. Payable To** This entire block is used to enter the name, address, phone, fax and contact of the company/person in which the checks generated for this vendor will be payable to. If it is the same as the **Company Name** field then leave blank.
- 3. Terms** This is the terms which the vendor is giving you. If the normal terms you receive are not in the file they can be added through System Utilities (Refer to the Utilities Manual) where the operator

can make the new terms a permanent part of the file.

Discount This field is actually part of the terms. Some industries use a buying office to make their purchases through. Although AS/AP™ does not have a way to write one check to the vendor and another to the buying office for their commission (percentage), it does provide a way to easily see what that check should be written for. This field will display the terms percentage which should be deducted from the invoice and sent to the buying office. When the check is written, it will show up on the stub as a discount. You can add those 'discount' amounts up from the various checks and make out a manual check to the buying office.

4. Last Check This field will display the last check number assigned for this vendor. The system will automatically update this field everytime a check is generated through the Payables check writing program.

Last Date This field will display the last date of the last check assigned for this vendor. The system will automatically update this field everytime a check is generated through the Payables check writing program.

Last Amount This field will display the last amount of the last check assigned for this vendor. The system will automatically update this field everytime a check is generated through the Payables check writing program.

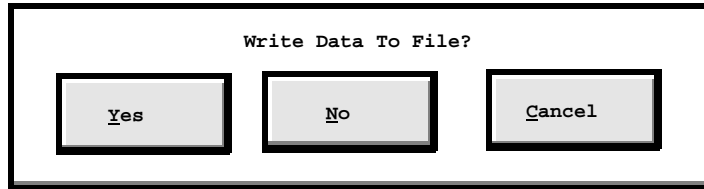
5. YTD Pur. This field will display the Year-to-Date purchases for this vendor. The system will automatically update this field

everytime a payables is posted through the Post Payables program.

Credit Limit This field will display the credit limit imposed on you by this vendor.

6. Independent Contractor Answering <T> rue for this field will trigger the system to ask for the transaction type during Invoice Posting. Enter the contractor's identification number in the 'ID' field.

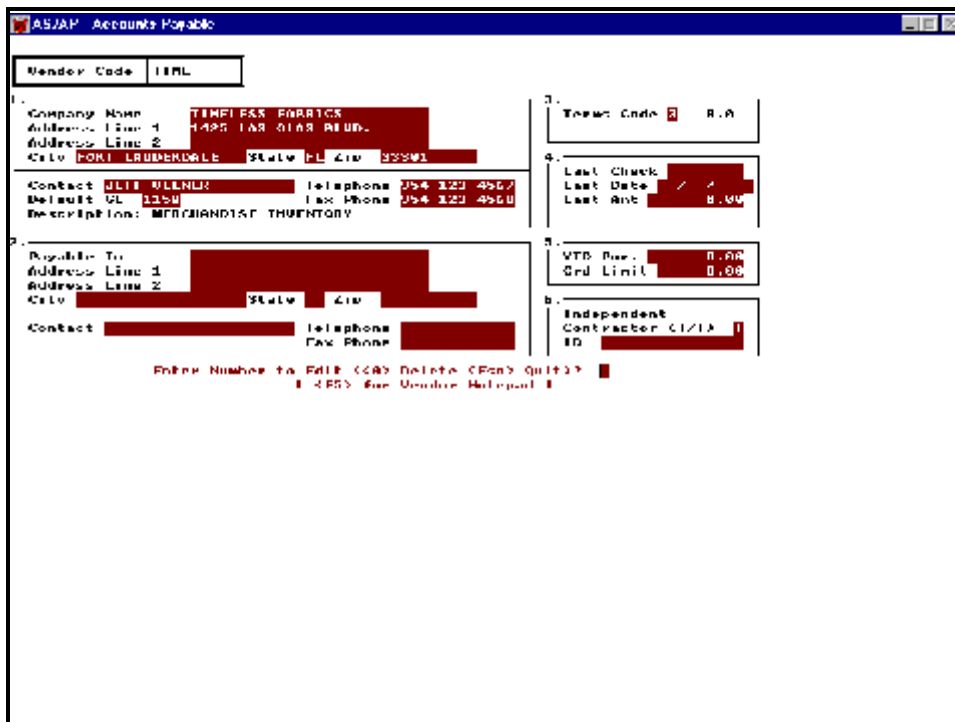
After entering the last field, the next prompt will be:



An <C>ancel will ignore all the information you just entered and return you to the 'Vendor Code' prompt. A <N>o will return you to the first block to make any necessary changes. Accepting the default of <Y>es will update the record to the file and return you to the 'Vendor Code' prompt.

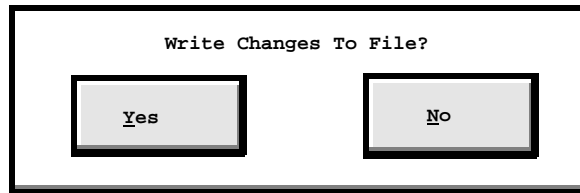
Edit Vendor

If you want to change an existing vendor's data, enter the existing vendor's number. The screen will erase and the vendor's master record will be displayed (shown below with sample data):



Each group of fields has a number in the upper left corner of the block. Refer to the previous section (Add Vendor) for a description of the fields. If you want to change the information in one of those fields, enter the number of the field you want to correct. The Cursor will jump to the block to be corrected. Pressing <F5> will display the vendors notepad.

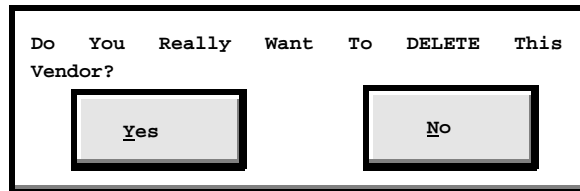
When you have made all your changes, press <Esc> and you will then be prompted:



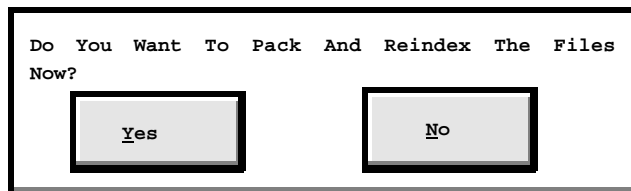
A <N>o will ignore the changes just made and return you to the 'Vendor Code' prompt. A <Y>es will update the file and also return you to the 'Vendor Code' prompt.

Delete Vendor

To delete a vendor, proceed as in the 'Change Vendor' function. At the 'Which Number' prompt, enter a '0' (Zero). The prompt will be replaced with:



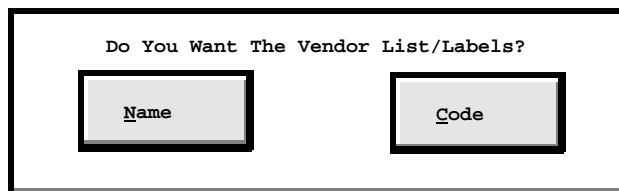
The default of <N>o will return you to the 'Vendor Code' prompt. A <Y>es will mark the vendor record for deletion and also return you to the 'Vendor Code' prompt. When you are finished, pressing <Esc> from the 'Vendor Code' prompt will further prompt:



Selecting <N>o will return you to the Vendor Maintenance submenu. A <Y>es will pack and reindex the files and then return you to the Vendor Maintenance submenu.

Print Brief Vendor List

Selection '2' on the submenu will prompt you:



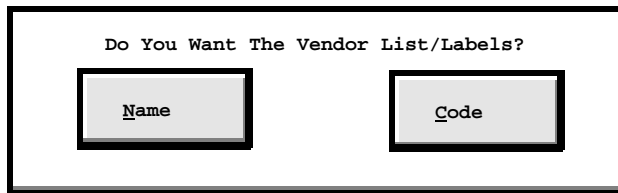
Select whether you want the report in order by the Vendor's Name or Number.

Next you will receive a prompt to turn on your printer. When the printing is complete, you will be returned to the Vendor Maintenance submenu.

Print Master Vendor List

This report is essentially the same as Selection #2. In addition, you will get their alternate address, YTD purchases, date of last purchase, current balance and credit limit.

The first prompt after selecting '3' will be:

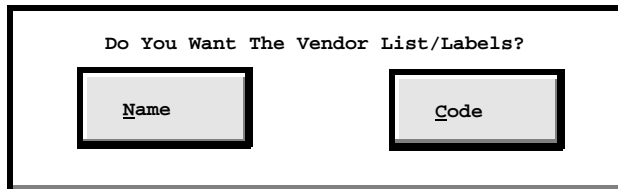


```
Do You Want The Vendor List/Labels?  
Name Code
```

Select whether you want the report in order by the Vendor's Name or Number. Next you will be prompted to turn on your printer. When the printing is complete, you will be returned to the Vendor Maintenance submenu.

Print Vendor Labels

Selection '4' on the submenu will prompt you:



```
Do You Want The Vendor List/Labels?  
Name Code
```

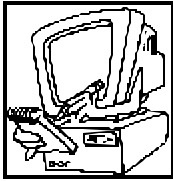
Select whether you want the report in order by the Vendor's Name or Code. Next you will be prompted:

```
Number Of Each Label Desired (1-250 or 0 to Quit)? .....1
```

Enter the number of labels you want to print. Entering <0> will return you to the Vendor Maintenance submenu.

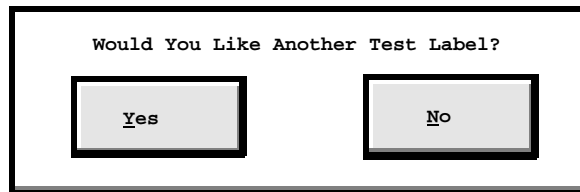
Any other number will prompt you to load your labels and then to turn on the printer. This will print an alignment test label and prompt if you want to run another alignment test. A <N>o will begin printing the labels.

You will then be prompted to turn on your printer. When the printing is complete, you will be returned to the Vendor Maintenance submenu.



NOTE: *SINCE PRINTERS GENERALLY COST MORE TO OPERATE AND ARE SLOWER THAN COPIERS, IT IS USUALLY MORE EFFICIENT TO PRINT ONE FORM ON THE COMPUTER PRINTER AND USE THAT TO MAKE MULTIPLE FORMS ON A COPIER.*

After the printing is complete you will be prompted:



A <Y>es will print a test label and continue with the printing of the Vendor Labels. A <N>o will simply print the Vendor Labels. You can press <Esc> at any time to Pause Printing. When the printing is complete you will be returned to the Vendor Maintenance submenu.

Rebuild AP Index Keys

Upon selecting option '5' from the Vendor Maintenance submenu you will receive a 'Building Index Keys...' message and then be returned to the Vendor Maintenance submenu with a 'Accounts Payable Indexes...Completed' message.

This function is intended to re-build the index keys in the event that one or more become damaged. You will find a selection on the Utility Menu that permits the operator to re-build all of the indexes throughout the system.

In addition, we have provided more specific re-index functions attached to most menu systems, that are designed to index only the files required by that system.

What is an INDEX?

An index is actually a type of data file that stores information on the location of specific data, from the database to which it is associated.

An example of the purpose and effect of an index is easy to understand.

You have a Customer Master file with 10,000 customers. If you use the XBase command 'LOCATE' to sequentially search for a Customer Code, the further down the file the Code occurs, the longer it will take to find it. This means that you can expect anywhere from one second to several minutes or more for your search, EVERY TIME YOU SEARCH. Obviously, the average is many, many seconds.

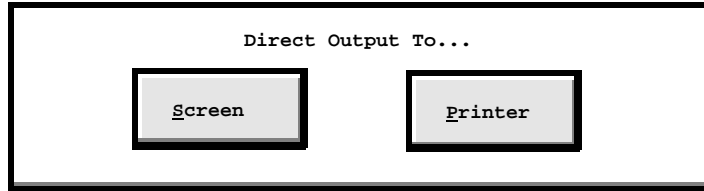
However, if you create an index using the Customer Code as the 'key', the system records the location of each Customer Code in the index file. Creating this index takes a few seconds initially, but, only milliseconds to update when codes are added or changed.

Some real numbers for creating indexes, for those who are interested, were run on an 80386 SX/20 with 4 Mb RAM, a 19 ms 88 Mb SyQuest Cartridge, 10,000 records were indexed in 3 to 5 seconds. On an 80486 SX/25 Compaq ProLinea with 8 Mb RAM, 10,000 records were indexed in .9 to 1.36 seconds for a simple index and 1.59 to 2.27 for a compound index. (Refer to the Utility Manual for a

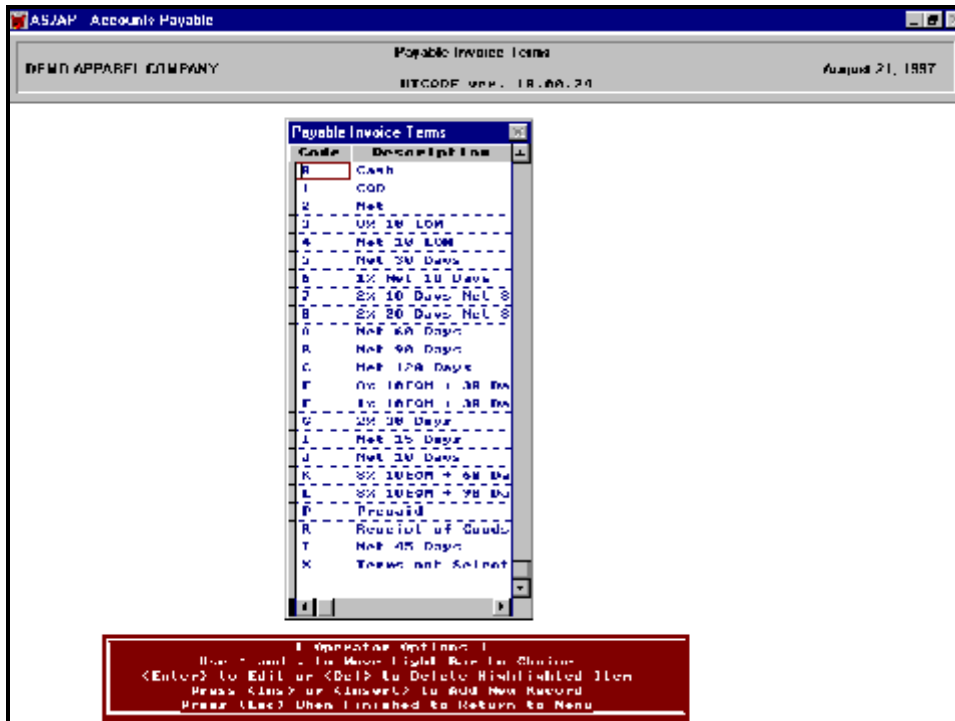
complete explanation)

Code and Lookup Tables

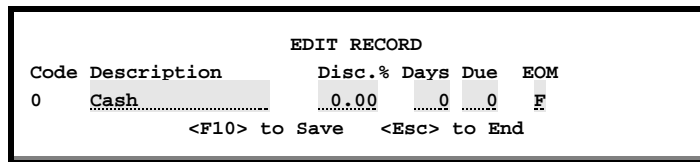
Your first prompt upon selecting option '6' will be the following:



If the operator selected to have the output directed to the <P>rinter, a list of possible terms will be printed. Otherwise, a <S>creen will display the following:



If you choose to Edit a Highlighted Item selecting the term to edit and pressing <Enter> will display the following in place of the Operator Options screen above:

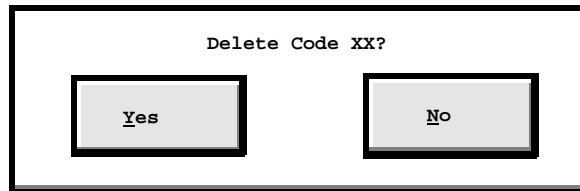


Selecting <Esc> to End will return you to the Payable Invoice Terms screen. When finished with the editing of the record you will be prompted:

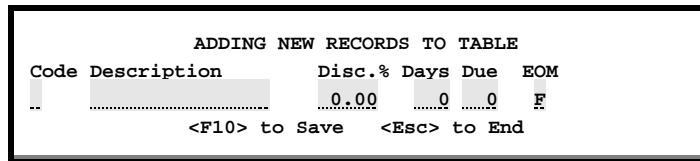


A <Y>es will write the changes to the file and return you to the Payable Invoice Terms screen. A <N>o will return you to the Description field in the above Edit Record screen for any necessary changes to be made. A <C>ancel will return you to the Payable Invoice Terms screen.

If you choose to Delete a Highlighted Item pressing will prompt the following:



Selecting <Ins> will display the following box in place of the Operator Options allowing you to Add a New Record:



When complete you will once again be prompted:



A <Y>es will write the changes to the file and return you to the Vendor Maintenance submenu. A <N>o will return you to the Description field in the above Edit Record screen for any necessary changes to be made. A <C>ancel will return you to the Vendor Maintenance submenu.

Pack and Reindex AP Files

Pack and Reindex is a function that completes the deletion (permanent removal) of records from a database file and reduces the file size. Depending on which file and indexes are involved, this function can cause some delays and should usually be performed at the End of Day if the option to do so is offered.

That is what Packing and Reindexing is, and that is all that most operators need to know. For those of you interested in a

more detailed and thorough explanation, read on.

When a record is deleted from a database file or table, XBase systems merely mark the record as deleted by changing the first byte of the record. There are several possible problems that relate to this process. First, if the programmer neglects to filter out deleted records, they can inadvertently be listed on a report. And secondly, the deleted record occupies the same space that it occupied before it was deleted.

We get around displaying and/or counting deleted records in reports and totals by clearing the records in most instances. In other words, when you delete an order, we replace the Item Number, Salesman, Customer Code, Order Number, and Product Class with blanks, and the Quantity, Price, and Cost with 0.00.

This is why you can occasionally find Sales Orders or Purchase Orders, etc., with the number '000000' or even a blank.

In order to permanently remove the record, a function called 'PACKING' the file must run. When a file is PACKED, the system actually copies the undeleted records to a new file and a fresh spot on the disk.

Of course, nothing is ever that simple. There are three considerations related to this process. The most important restriction is that the system MUST have EXCLUSIVE use of the file in order to PACK. This means that everyone else is locked out while the file is packed.

The second problem is that the computer needs a space as large as the original file in order to sort the data. If a file is 40 Mb, it means that you need at least 40 Mb free in order to PACK the file.

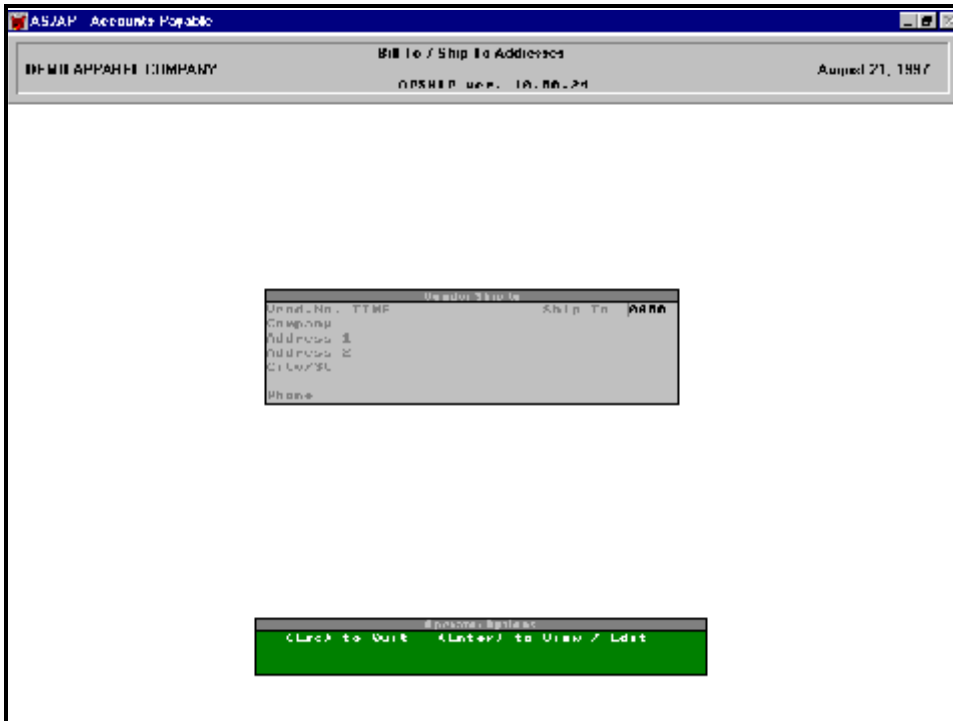
The third problem is time. Although the time required is based on the speed of the work station, file server, and hard disk, even the fastest system will experience some delay.

Add/Edit Ship To Addresses

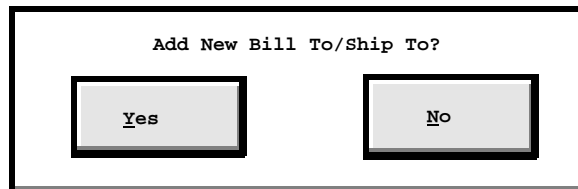
Once option '8' has been selected, the following prompt will appear:

```
Enter Vendor Code (<Esc> to Quit).....  
<F5> Search Note Pad  
<F7> Random Lookup
```

Entering a valid vendor code will display the following screen:



Pressing <Enter> will prompt the following:



Selecting <N>o will return the user to the previous screen. A <Y>es will allow the user to enter the company bill to/ship to information. The user then has the following options available: <Esc> to quit without saving, <Ctrl> to delete any information, <Ctrl><Q> to abandon anything already entered and return the user to the 'Company' line for reentry, and, once complete, <F10> will save the address and return the user to the ship to box again.

Once complete, pressing <Esc> will return the user to the Vendor Code prompt. If complete, pressing <Esc> will return the user to the Vendor Maintenance submenu.

Post Invoices Payable

Function '2' allows NEW invoices to be posted to the Accounts Payable file. It will post the invoices to the Open Invoice file while distributing the expenses to the selected General Ledger Account(s). When you first begin working with the AS/AP™ system, unless yours is a brand new business, you will have payables which have already been entered into your ledger. Since you will not want to post those entries twice, you will enter them using Function '6' (Enter Prior Payables), which does NOT post to the General Ledger.

There are 2 options for posting (entering) Accounts Payable Invoices. Selection 2 on the Accounts Payable Menu allows the user to enter Invoices that will also be posted to the General Ledger while Selection 6 is used for entries that will not be posted to the Ledger.

The Invoice Posting programs have been modified to allow the operator to save the posting, so that, Invoices can be entered, a proof list printed, and then the batch can be held until a subsequent session for posting. This option is available for either Current Invoices (those that will be posted to the ledger) or Prior Invoices. It is important to note that the Current and Prior Invoices are maintained in different files.

If the operator finds that an invoice was entered incorrectly, you can return to the Invoice Entry option. After entering and accepting the Vendor Code, the operator is asked for the Invoice Number. If a number is entered that already exists in the TEMPORARY file, the invoice can be deleted. If the invoice has been posted, IT CANNOT BE DELETED, since the AP Invoice Posting becomes an official record, and cannot be simply erased.

Once the operator deletes the invoice from the TEMP file, the same number can be reused, and entered correctly.

Discounted Terms

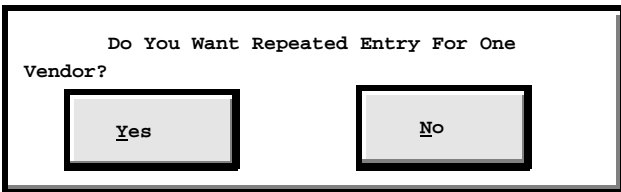
In order to accurately calculate the Terms Discount offered by some vendors, 3 new fields have been added to the Invoice Input screen. These fields are TAX for Sales Tax, GST for the General Sales Tax, and FREIGHT to use for Shipping and Handling that would normally not be discounted.

The procedure is that the operator enters the Gross Invoice amount and the applicable items NOT discounted. For example, you receive an Invoice for \$1,220 with 8%/10 Net 30 Terms. To post this invoice, \$1,220 is entered in the Gross Amount, with \$50 Sales Tax, \$70 GST, and \$100 Freight. The computer will then display the Net Amount of \$1,000 followed by the \$80 Discount Amount and Date.

Since the \$1,000 in the Net Amount field is the result of the Gross less Sales Tax, GST, and Freight, the operator is not allowed to edit this field. If the Net is wrong, one of the other fields must be changed. The important point to note, is that the 3 fields are only deducted from the Invoice to calculate the discount. The Invoice is posted at it's full value.

If a Vendor allows a discount on GST, simply don't enter an amount in the GST field. It is possible that a Vendor may allow the Discount on Freight, so it is important that the operator posting the Accounts Payable Invoices is not too quick to assume how a Vendor intends to be paid. In other words, be cautious of what you post, because this is usually what will be paid. Once the Invoice is posted, it is usually filed away, and the posted amount is all that anyone will see. Unless you have made such a gross error that someone realizes that the Invoice Amount is not correct

When you select Function '2', the screen will clear and depending on how your system was originally set up, you may or may NOT receive the following prompt:

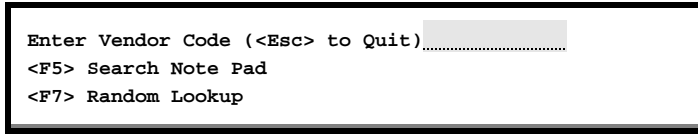


Do You Want Repeated Entry For One Vendor?

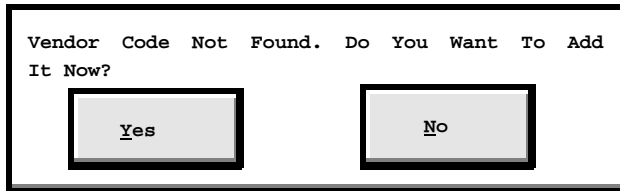
You will then receive the following message informing you that the files are being set up:

One Moment for File Preparation

If you anticipate needing to pay multiple invoices on one vendor you will want to select <Y>es, this will prevent you from having to enter the same vendor code multiple times. After paying an invoice you will simply be returned to the 'Invoice No.' prompt. If, at any point you need to enter a new vendor, simply press <Esc> to return to the 'Enter Vendor Code' prompt. Selecting <N>o from the 'Repeated entry...' prompt will further prompt:



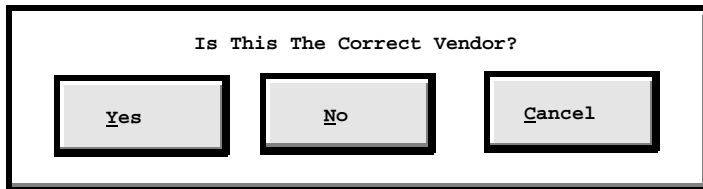
If you enter a vendor number which is not on file, you will receive the following message:



A <N>o will return you to the 'Vendor Code' prompt for the operator to enter a new vendor code. A <Y>es will display a blank Customer screen for the new customer data to be entered. After the data has been entered you will be prompted for an Invoice Number, bypassing the following Vendor Verification screen.

Upon entering a valid vendor number, basic Vendor data, as shown below, will be displayed on the screen for verification. After verification the prompt that follows will appear:

Vendor Code..... AAA
Vendor Name..... AUNT MAMIES MAIDS
Address 1..... 2550 MILAM DAIRY RD.
Address 2.....
City/State/Zip.. MIAMI..... FL 33154-
Phone..... 301-944-3311



A <C>ancel will return you to the 'Vendor Code' prompt. A <N>o will return you to the Vendor Name field above and allow changes to be made to the Vendor information. If you press <Return> to accept the default of <Y>es, the screen will clear and the following input format will be displayed:

Vendor: Your Vendor's Name.....

Invoice No.

(Press <Esc> to Quit)

At this point, <Esc> will return you to the 'Vendor Code' prompt. The vendor's name will appear next to the word 'Vendor' and the cursor will be at the 'Invoice No.' field. Enter the invoice number. The program will check to see if this invoice has already been entered during **THIS** session or during a **PRIOR** entry session. If the entry is during this session, you will receive the following message:

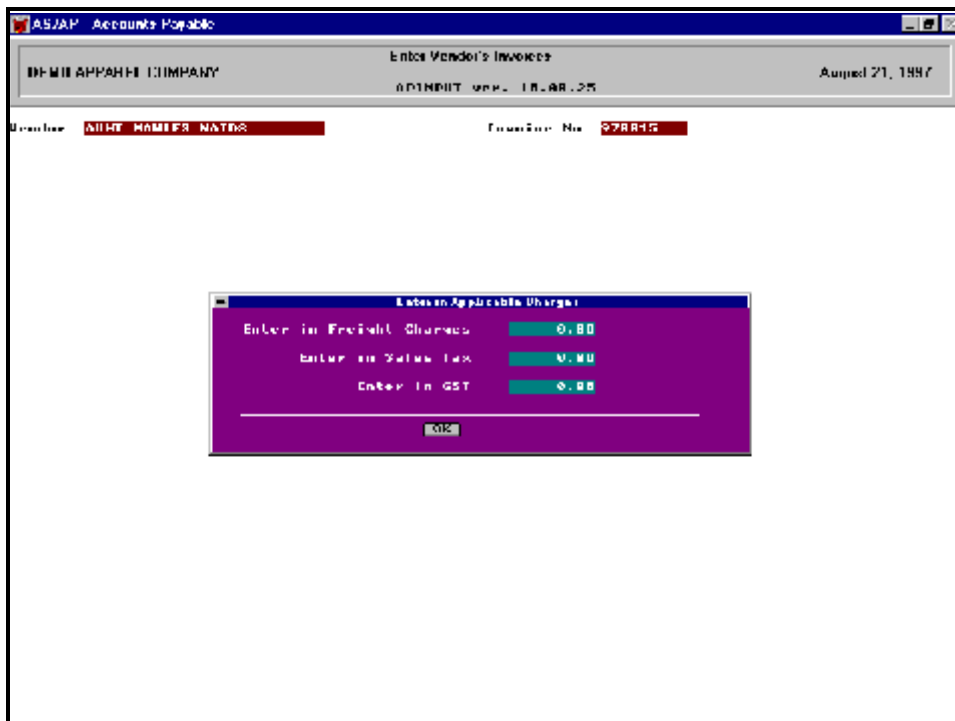
This Invoice Has Already Been Entered During This Session. Delete Prior Entry?

If the system finds that the invoice number is in the unposted file you will also be prompted:

The Invoice Number Is In The Unposted File. Do You Want To Delete The Previous Entry?

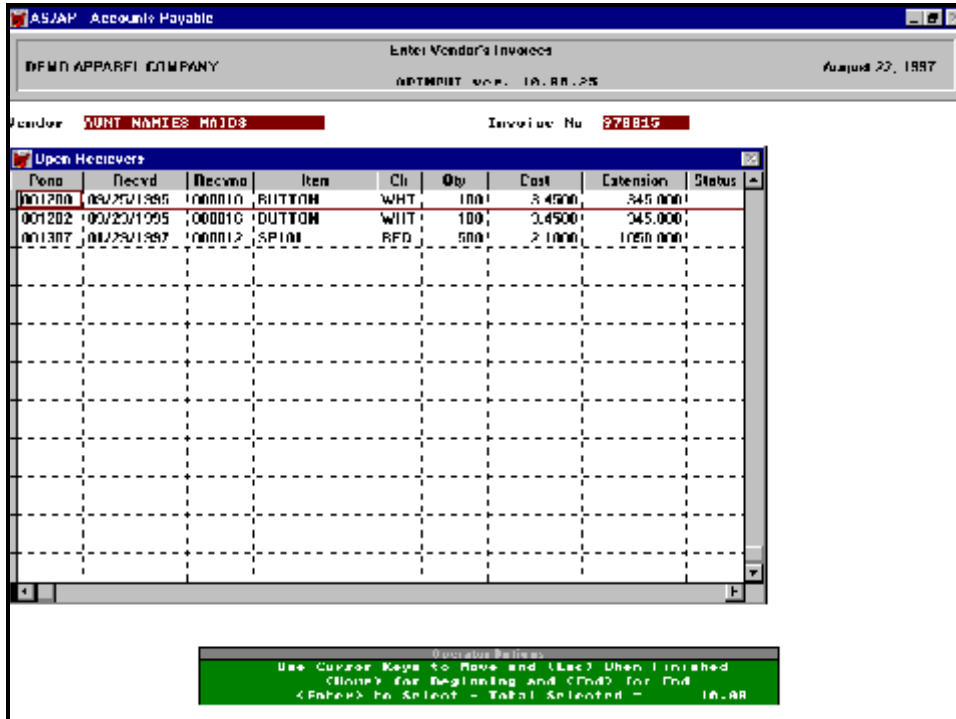
It is also possible that you made a mistake during entry, wish to cancel the previous entry and re-enter the invoice. Answering <Y>es will delete the previous entry, and allow you to continue. If you answer <N>o, the program will return you to the 'Invoice Number' prompt, and the previously entered invoice will not be deleted.

If the entry was during a prior session and has already been placed in the payables files or is in fact already closed, you will receive a message similar to the one above, but you can still accept the entry by answering <Y>es. Since some vendors, such as the phone company or power company, may not send bills with invoice numbers on them, we recommend the following procedure: use the invoice date (numbers only, no slashes) for the invoice number. For example, a bill invoiced on May 15, 1985 would be 051585 and that would most likely be unique for that vendor. Above all, be consistent in your entry. These routines are provided to try to reduce entry error.

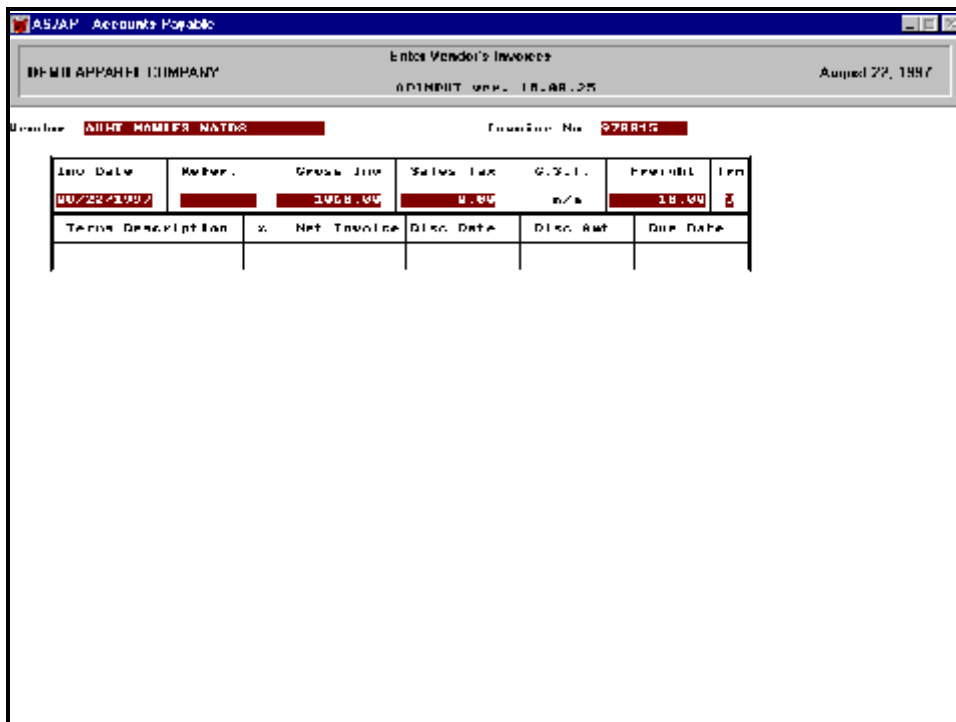


Once a valid Invoice Number has been entered the following screen will open up (shown here with sample data):

The user will enter any additional charges and, once complete, the following screen will appear (shown below with sample data):



From the open receivers screen, select the purchase order number to pay the invoice against. Multiple selections can be made, if necessary. If there is no P.O. number press <Esc> to continue to the vendor invoice screen. Once all receivers have been selected, press <Esc> and the following screen will appear (shown below with sample data):



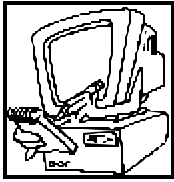
The 'Invoice Date' field will default in with the current working date. You may accept by pressing <Return> or entering the invoice date you wish to use. Then enter any user defined reference number you want in the 'Refer.' field. For example, this might be an order number, etc. Next enter the 'Gross' amount of the invoice, amount of 'Sales Tax', Freight, and Terms. The 'G.S.T.' field, General Sales Tax, should be left blank, at least for right now, unless you are running on a Canadian system. If an open receiver was selected the fields will default in with the applicable information.

Once those fields have been entered, the terms field will default in from the Vendor Master File. If you need to lookup the terms simply blank this field and the popup window will display the terms for you to search. The 'Percentage' and 'Net Invoice' fields will also default in with the calculated values, being

displayed along with the terms code description

You can change the discount date or press <Return> to accept the default date. The Discount Amount is calculated from the Net Amount. The Net Amount field is the result of the Gross less Sales Tax, GST, and Freight. If the Net is wrong, one of these fields

must be changed.



NOTE: THE SALES TAX, G.S.T., AND FREIGHT FIELDS ARE ONLY DEDUCTED FROM THE INVOICE TO CALCULATE THE DISCOUNT. THE INVOICE IS POSTED AT IT'S FULL VALUE.

You can press <Return> to accept the default value or if you wish to use another discount amount, or no discount, enter the correct amount in the field by typing the new amount. You will not need to clear the previous numbers, as they will disappear when you press <Return> after entering the new amount to move to the next field. You can change the net due date or press <Return> to accept the default date.

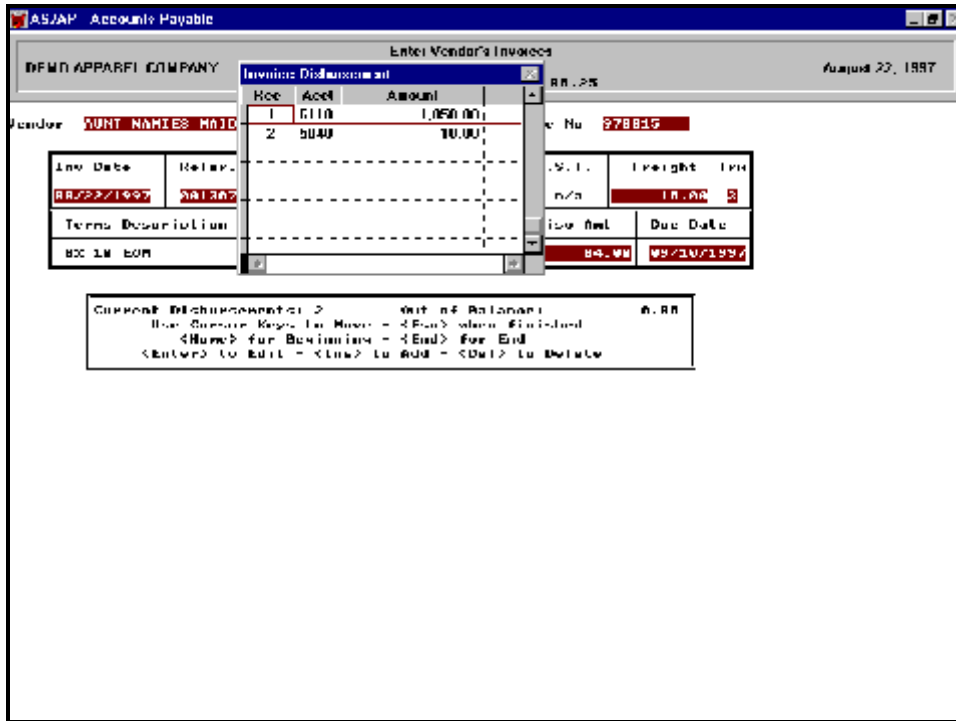
If you enter an invalid date (either discount date or net date), the cursor will not advance to the next field. **AS/APtm** will verify the validity of all dates. However, if you enter a valid date which is not the actual due date or net date, **AS/APtm** has no way of protecting you. If you want to post a June 11th (06/11) invoice, but enter 11/06 (Nov. 6th), the system will let you because the date is valid (though definitely not the one you want).

After entering the information in the last field, the following prompt will appear:

Is Everything Correct?

<u>Y</u> es	N <u>O</u>
-------------	------------

If everything is NOT correct, as in date example discussed above, enter a <N>o to return to the beginning of the invoice entry routine and enter a new invoice number. If there are no changes to be made, press <Return> to accept the default of <Y>es and the following disbursement format will be displayed over the previous invoice screen (shown with sample data):

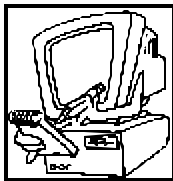


You can enter unlimited distributions per invoice. However, it must balance to 0.00 in the 'Out of Balance' field. After accepting the default General Ledger number or entering a different number than the default, the account number will be checked for validity. If the account is not found, the popup window will open so you can search your GL numbers. When you select the GL number you wish to post to, the program will fill the account number and department number, if activated, with trailing zeros if you don't enter them.

If you do not want multiple distributions of the invoice, press <Esc> to accept the calculated amount. If you do intend to distribute the invoice to two or more accounts press <Insert> and enter the amount of the first distribution, then press <Return>. The amount remaining to distribute will be displayed

at the bottom of the screen. If you have another distribution, enter the next account number (or lookup), and then the next amount. Continue this procedure until you have distributed the entire invoice amount. If an error was made in distributing, either <Delete> the account or press <Return> to edit the amount.

You have the capability to edit, add and delete your distribution until it is in balance.



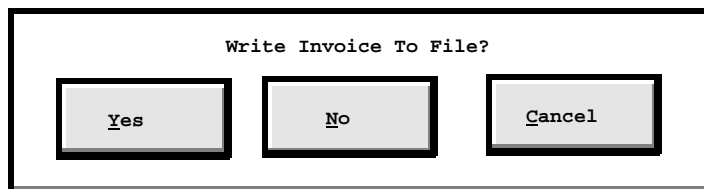
NOTE: IF THIS VENDOR IS SET UP AS AN INDEPENDENT CONTRACTOR IN THE VENDOR MASTER FILE, THE FOLLOWING PROMPT WILL SHOW AT THE BOTTOM OF THE SCREEN:

What Type Of 1099 Transaction Is This?

[These are the Federal Government Options, Not Mine!]

- 1. Rents 2. Royalties 3. Prizes 4. Federal With.
- 5. Fishing Boat 6. Medical 7. Non-Employee 8. Substitute

After entering the last distribution, and pressing <Esc>, you will be prompted:



A <C>ancel will ignore everything you just entered for this invoice and return you to the 'Vendor Number' prompt. A <N>o

will return you to the 'Invoice No.' prompt. You now have the option to enter the same invoice number or a new invoice number. Then proceed as previous explained. If everything is correct, press <Return> to accept the default of <Y>es. The record will be updated and you will be returned to the 'Vendor Number' prompt, where you may enter another vendor's number (i.e. continue posting invoices).

If you are finished posting invoices, press <Esc> from 'Vendor Number' prompt. If you have the ledger activated, the screen will clear and the following prompt will appear:

This Batch Will Be Posted To This General Ledger Account.

A/P Account: (description)	Account	Dept.
	XXXX	XXX

Do You Want To Print A List?

<u>Y</u> es	N <u>o</u>
-------------	------------

Accept the default of <N>o if you want to post the invoices to the default GL account. If you want to change the account, enter a <Y>es. The cursor will move into the Account number field and you can type in your new account number (and Department, if applicable). The account is checked for validity. If the account is not found, you will receive an message and be returned to the account number field to enter a valid account number.

After entering a valid account number, the new account description will be displayed and you will be prompted:

Accept This New Account Number?

<u>Y</u> es	N <u>o</u>
-------------	------------

If the account you entered is NOT the correct one, enter <N>o to enter another account number. The above process will repeat until you have the account number you wish.

In a multiple department setup, you would post each department's invoices as a batch (i.e. all at the same time). That way you can keep separate payables accounts for each department. A summary account in your Chart Of Accounts just ahead of those payables accounts may be a good idea for your Balance Sheet Report (Refer to the General Ledger Manual).

Regardless of whether you answer <Y>es or <N>o to the 'Do You Want To Change This Account?' question, you will eventually be prompted:

WHAT TYPE OF INVOICE REGISTER PROOF DO YOU NEED?

<u>D</u> ETAILED	<u>S</u> UMMARY	<u>Q</u> UIT
------------------	-----------------	--------------

At this point, selecting <Q>uit will return you to the Accounts Payable menu. Once you have indicated which type of invoice register proof you wish to print, you will receive a prompt to turn on your printer and press any key to continue. This will print a list of the invoices just entered, either in a summary or a detailed form, and a summary journal of their distribution. If you do not have the AS/AP™ General Ledger module activated, you can use the information from this report to make your GL journal entries. If

you DO have the ledger activated, the posting to the ledger is automatic.

When the printing is finished, the screen will clear and you will be prompted:

```
DO YOU WANT TO CONTINUE AND POST THIS
BATCH?
  Yes      No
```

A <N>o will return you to the Payables menu, saving your batch for later. The Invoice Posting programs have been modified to allow the operator to save the posting, so that, Invoices can be entered, a proof list printed, and then the batch can be held until a subsequent session for posting. This option is available for either Current Invoices (those that will be posted to the ledger) or Prior Invoices. It is important to note that the Current and Prior Invoices are maintained in different files.

If the operator finds that an invoice was entered incorrectly, you can return to the Invoice Entry option. After entering and accepting the Vendor Code, the operator is asked for the Invoice Number. If a number is entered that already exists in the TEMPORARY file, the invoice can be deleted. If the invoice has been posted, IT CANNOT BE DELETED, since the AP Invoice Posting becomes an official record, and cannot be simply erased. A <Y>es will further prompt:

```
Post this batch to which Period .....
```

Once you have entered the period which you wish to post this batch to you will be prompted:

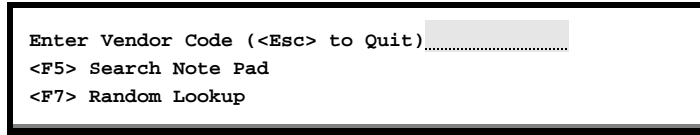
```
Is It Ok To Continue?
  Yes      No      Cancel
```

A <Y>es will continue and print an Accounts Payable Invoice Register but, unlike the detailed and/or summary proofs that you printed before, this will include the disbursement amounts, account numbers, and departments. A <N>o allows you to enter another period to post to. And a <C>ancel will return you to the Account Payables menu.

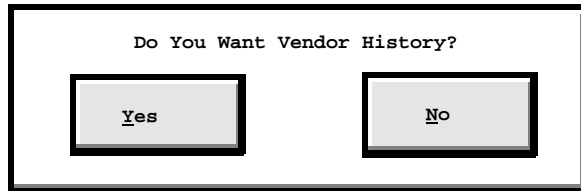
Query Vendor Account

Function '3' on the Accounts Payable Menu will display the Vendor's current account information on the screen. It shows your credit limit, your account balance, the amount you have open to buy, total amount past due, and ages your account across the bottom of the screen.

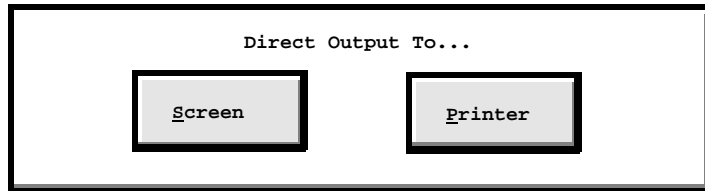
The first prompt you will receive is:



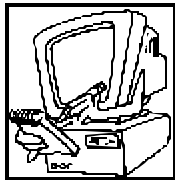
If you entered an invalid vendor number, you will be advised and be returned to the 'Vendor Number' prompt. Once you enter a valid vendor number the screen will clear and you will receive the following prompt:



Regardless of whether you choose the default <N>o or <Y>es the following prompt will be displayed:



If you select <P>rinter you will then be directed to turn on your printer and press any key to begin printing. If you select <S>creen the screen will clear and the following will be displayed (shown with sample data):



NOTE: REGARDLESS OF THE OPTION SELECTED FROM THE 'VENDOR HISTORY' QUESTION THE FOLLOWING SCREEN WILL APPEAR. IF <Y>ES WAS THE RESPONSE GIVEN THE HEADING WILL READ 'HISTORY BY INVOICE NUMBER.' IF YOUR RESPONSE WAS <N>O TO THE HEADING AT THE TOP OF THE SCREEN WILL READ 'OPEN ITEMS'.

Payable

AS/AP Account Payable

RUNE NAME LS BALDS Code RAR Limit 12800.00
 2550 HTAH DATEDY RD YEAR TO DATE Purchases 2622.00
 HTANT PI 33154
 Current 1-99 21-99 41-99 99-99 Total
 0.00 0.00 8.00 0.00 185.68 105.68

Total amount Overdue 105.68

History by Invoice Number

Invno	Invoice	Paid	Balance	Trans	Total	Amtpaid
00710	10/21/99		1187.00	Invoice	1187.00	0.00
00711	10/21/99		107.00	Invoice	107.00	0.00
00738	10/21/99	11/11/99	0.00	Payment	0.00	1187.00
082792	08/21/99		200.00	Invoice	200.00	0.00
00739	10/21/99	11/15/99	0.00	Payment	0.00	200.00
1113	08/27/99		600.00	Invoice	600.00	0.00
1003	08/27/99	11/25/99	0.00	Payment	0.00	600.00
1071	10/27/99		107.00	Invoice	107.00	0.00
1074	10/27/99	11/15/99	0.00	Payment	0.00	107.00
110304	08/17/99	11/20/99	0.00	Payment	0.00	190.00
120394	08/17/99	10/30/99	121.33	Payment	121.33	0.00
00732	10/27/99	11/15/99	0.00	Payment	0.00	262.00
00733	10/27/99	10/27/99	0.00	Payment	0.00	875.00
152132	06/23/99	11/25/99	0.00	Payment	0.00	1575.00
A 1110	10/10/99		167.00	Invoice	167.00	0.00

Operator Pathways:
 <Esc> to Quit
 <Home> for Beginning <End> for End
 <Tab> to Select - <F12> Switch Sequence

To switch from Open Items to Account History, press the <F12> Function Key and the following options will be displayed in place of the Operator Options box at the bottom of the previous screen:

View History by <I> Invoice Number or Chronological
 <S>equence or <O>pen Items by Invoice Number? I

If you entered a valid vendor number, the selected vendor's invoices and an account aging will either be displayed on the screen. When you are finished press <Esc> and you will be returned to the 'Vendor Number' prompt.

When you are finished querying vendors, press <Esc> to return to the Account Payables Menu.

Pay Vouchers

This function allows for the selection of vendor invoices for payment. This is the area that organizes the payments against the Open Invoice file. The operator can account for payments through manual checks, or select items to be paid by computer generated checks. This module will be most effective if you follow these steps:

1. Enter any manually written checks.
2. Select invoices to be paid by Vendor; OR
3. Select invoices to be paid by Date.
4. Using the proof list from step 5, make any changes to the listed invoices and mark the ones you don't want to pay or put in an amount for partial payment.
5. Print a Proof List of Checks.
6. Clear or Reindex the Check Selection File.
7. After you have changed the list to be paid and have it the way you like, you can run the check writing routine.

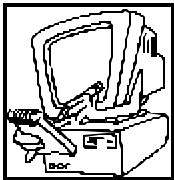
Upon selecting function '4', the program sets up temporary working files and checks to see if the default accounts listed in your company master file are valid (if you have the ledger activated). If an account is invalid, you will receive the following message:

```
Ledger Account xxxx xxx for XXXXXXXXXXXX Is NOT Found.
This Batch Will NOT Be Posted To The Ledger.
You Must Manually Post This Entry Using The General Journal,
And Correct The Account Number Stored In YOUR Company Master File.
Press Any Key To Continue...
```

If you receive this message, the best thing to do is to leave Accounts Payable and make the corrections to your Company Master file (refer to the Utility Manual). If you continue and enter a manually drawn check or pay checks, you will have to take the summary distribution on the payables register and using the General Journal, make the necessary postings. Normally, once you have valid accounts listed in your company master file, you will not likely see this error message again.

Selecting Function '4' from the Main AP menu provides you with this submenu:

```
[A/P Selection Menu]
1. Enter Manual Checks .....
2. Choose Invoices by Vendor To Be Paid
3. Choose Invoice Date Range To Be Paid
4. Edit Selected Invoices To Be Paid
5. Print Trial Check Selection List
6. Clear or Re-index Check Selection
List
7. Print Checks
8. Check Reconciliation
9. Quick Checks - Direct Check Printing
V. Void AP Checks
<Esc> - Return to Previous Menu
```

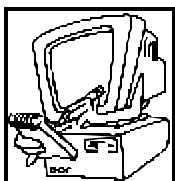


NOTE: PAYMENTS CANNOT BE MADE AGAINST INVOICES WHICH HAVE NOT BEEN SETUP IN THE A/P FILE. ENTRIES CAN ONLY ORIGINATE FROM THREE SOURCES:

- 1 - THE REGULAR PAYABLES (2) ENTRY ROUTINE
- 2 - THE PRIOR PERIOD PAYABLES (6) ENTRY ROUTINE
- 3 - THE REPEATING JOURNAL OF THE GENERAL LEDGER.

Enter Manual Checks

This selection allows you to enter manually written checks to the system and update the Accounts Payable file as well as the ledger (if activated). Proper procedure dictates that you run this selection first before either choosing an invoice range or editing selected invoices so that your manually written checks will be taken into account at the outset.



NOTE: IF YOU DO NOT RUN THIS SELECTION BEFORE GETTING AN EDIT LIST VIA SELECTION 5, IT IS POSSIBLE THAT SOME OF THE MANUAL CHECKS ENTERED WILL APPLY TO THOSE INVOICES ALREADY CHOSEN FOR PAYMENT. SINCE YOU DON'T WANT TO PAY A VENDOR TWICE, THE PROGRAM CHECKS TO SEE IF ANY OF THE INVOICE NUMBERS (FOR A GIVEN VENDOR) PAID BY MANUAL CHECK ARE ALSO IN THE 'EDIT LIST'. IF AN INVOICE IS THERE, THE PROGRAM WILL APPLY THE AMOUNT PAID THROUGH THE MANUAL CHECK TO IT. IF THE AMOUNT PAID IS THE FULL AMOUNT, THEN THAT INVOICE WILL BE DELETED FROM THE EDIT LIST FILE. IF THE MANUAL CHECK WAS ONLY A PARTIAL PAYMENT, THEN THE AMOUNT TO PAY IN THE TEMPORARY FILE WILL BE REDUCED BY THE AMOUNT ENTERED AS PAID BY MANUAL CHECK. YOU MUST ENTER MANUAL CHECKS AT SOME TIME DURING THE PAY VOUCHERS FUNCTION OR YOU MAY OVERPAY YOUR VENDORS! (GOOD PRACTICE DICTATES THAT YOU DO IT FIRST).

Upon selecting '1', you will receive the following prompt:

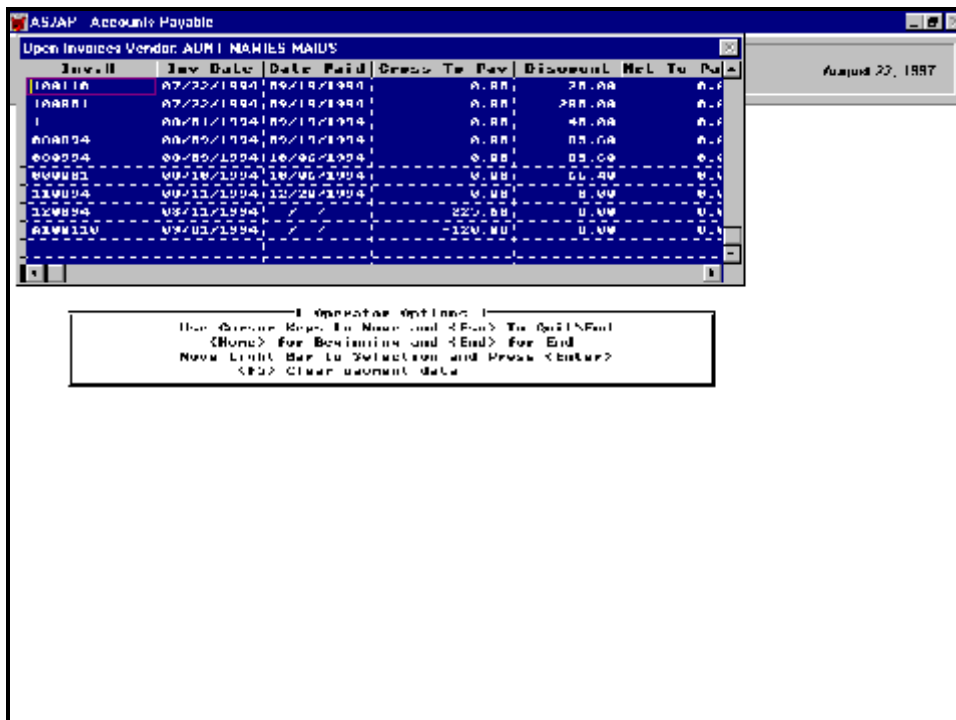
```
Enter Vendor Code (<Esc> to Quit).....
<F5> Search Note Pad
<F7> Random Lookup
```

If you enter an invalid vendor number or one which is not in the payables file, you will receive the following message:

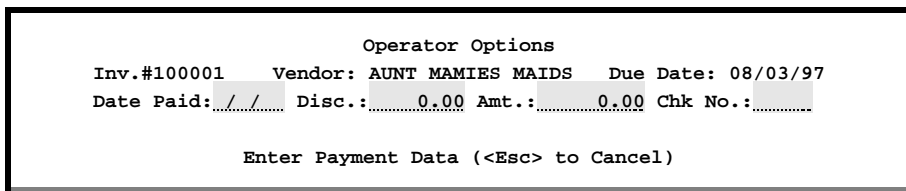
```
No Invoices For This Vendor.
Press Any Key To Continue ...
```

Pressing any key will return you to the 'Vendor Number' prompt.

Upon entering a valid vendor number (one which has invoices), the screen will clear and the Vendor's outstanding invoices will be listed on the screen. You may select the invoice(s) that have been paid with a manual check through the screen shown here (with sample data):



Pressing <Esc> will return you to the 'Vendor Code' prompt. <Home> will send you to the first invoice in the list and <End> will send you to the last invoice. The <F5> function key will clear the amount in Net to Pay column or set it at 0.00. Once pressing <Enter> to select the invoice that you wish to pay on, the 'Operator Options' box at the bottom of the screen will display the information shown below for you to insert on the manual check:



If you attempt to pay on an invoice that has already been paid-in-full you will receive a message telling you so and then be returned to the screen to select another invoice to pay on.

After you have entered all the checks for a particular vendor, press <Esc> to return to the 'Vendor Number' prompt.

You may then either enter a new vendor's code, and enter his manual checks, or if you have entered all the manually drawn checks, press <Esc> to end the entry session.

If you have the ledger activated, the screen will clear and you will see:

Cash Receipts Will Be Posted To These General Ledger Accounts.

Account	Dept.
Cash Account: (description)	xxxxx xxx
A/P Account: (description)	xxxxx xxx
A/P Discount Account: (description)	xxxxx xxx

Do You Want To Change These Accounts? **N**

Accept the default of <N> if you want to post the invoices to the defaulted GL account. If you want to change the accounts, enter a <Y>. The cursor will move into the Cash Account number field and you can type in your new account number (and Department, if applicable). The account is checked for validity. If the account is not found, you will be informed and be returned to the account number field to enter a valid account number. If the account number is valid, you will be prompted for the next account number. If you want to keep the Account numbers, press <Return> to bypass those you don't want to change. The program will not

Payable

fill any trailing blanks. You must enter all digits.

After entering valid accounts, the new account descriptions will be displayed and you will be prompted:

Accept These New Accounts? Y

If the accounts you entered are NOT correct, enter <N>o to change the accounts. The above process will repeat until you have the accounts you wish. If you accept the default of <Y>es, processing will continue.

You will then be prompted for:

Post to Period 3

You can accept the default period or you may change to a previous period if necessary. Once the operator has entered the period that they want the accounts posted to, the following prompt will appear:

Is It Ok To Continue?

Yes No

A <N>o will allow the operator to enter another period to post to. A <Y>es will prompt for the operator to turn on the printer and press any key to continue. This will print a manual checks register listing all of the manual checks along with the invoices they were just applied against, the amounts, etc. as well as a summary distribution. If you do not have the AS/AP™ General Ledger module activated, you can use the information from this report to make your GL journal entries. If you DO have the ledger activated, the posting to the ledger is automatic.

When the printing is finished, the screen will clear and the following message will be displayed:

One Moment While Updating The A/P Invoice File

When the file update is complete, you will be returned to the A/P Selection submenu.

Choose Invoices by Vendor To Be Paid

This function allows you to select invoices to be paid by vendor.

Upon selecting '2', you will receive the following prompt:

Select Items By:

In v o i c e B_r o w s e
Screen

After selecting whether you want to select the items by known invoice numbers or by choosing them off of the screen you will be prompted:


```

Enter Vendor Code (<Esc> to Quit).....
<F5> Search Note Pad
<F7> Random Lookup

```

If you enter an invalid vendor number or one which is not in the payables file, you will receive the following message:

```

No Invoices For This Vendor.
Press Any Key To Continue ...

```

Pressing any key will return you to the 'Vendor Number' prompt.

Upon entering a valid vendor number (one which has invoices), the screen will clear and the Vendor's outstanding invoices will be listed on the screen. You may select the invoice(s) you want by positioning the light bar over the invoice # and pressing <Enter> to select that invoice.

If you attempt to pay on an invoice which has already been paid, you will receive the following message:

```

This Invoice has been paid-in-full

```

After you have selected each invoice for payment, press <Esc> to return to the 'Vendor Number' prompt. (Pressing <Return> with the default of '0' will also return you if there are no further lines for display).

You may then enter a new vendor number to select another vendor's open invoices, or press <Esc> to be returned to the A/P Selection submenu.

Choose Invoice Date Range To Be Paid

This function will select all open invoices to be paid through a specified due date. The default date is the system date.

Upon selecting '3', you will be prompted:

```

Pay Invoices Due Through (mm/dd/yy)  /  /

```

You can press <Return> to accept the default system date, or enter any date you want, either earlier or later. The program will include all payables beginning with the oldest through the date you specify.

Next you will be prompted for verification:

```

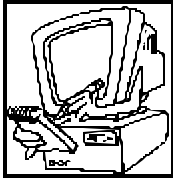
          Is This Date Correct?
    [ Yes ]      [ No ]

```

A <N>o will return you to the A/P Selection submenu. A <Y>es will continue.

Your next prompt will be:

Include Invoices With Discounts Available (though not yet due)?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>



NOTE: USING THIS METHOD OF SELECTING INVOICES WILL ZERO DISCOUNTS THAT ARE PAST THEIR DISCOUNT DATE. DO NOT PROCEED IF YOU DON'T UNDERSTAND OR DON'T WANT THIS TO HAPPEN.

It is possible to have invoices that are not due yet (i.e. due later than the date you specify), but on which a discount could be taken. AS/AP™ allows you to include or NOT include those invoices.

Following your choice to include or not include discount invoices, the screen will clear and the following message will be displayed:

One Moment While Processing Records

When the record processing routine is complete, you will be returned to the A/P Selection submenu.

Edit Selected Invoices To Be Paid

This function will display the invoices which were selected by Functions '2 or 3' and allow you to edit them. The Invoice Payment screen, as it will appear on most systems is displayed below (shown with sample data):

AS/AP - Accounts Payable						
DEMO APPAREL COMPANY		A/P Selection Menu		August 08, 1995		
APPAY4 ver. 1.00						
Selected Invoices To Be Paid List						Total Payment
Inv.#	Vendor	Inv Date	Due Date	Inv Balance	Disc Amount	Net to Pay
1176	AJINT MAML	03/29/95	05/11/95	138.00	0.00	138.00
1210	AJINT MAML	03/27/95	05/11/95	521.00	41.00	479.00
125	AJINT MAML	03/27/95	05/11/95	2.00	1.00	115.00
1210	AJINT MAML	03/27/95	05/11/95	521.00	41.00	479.00

Total Payment **935.64**

Operator Options

Move with Cursor Keys (Enter) Select (Esc) Quit
 <Home> for Beginning and <End> for End
 <F3> Clear Net-To-Pay <F5> Total Balance Due

Pressing <Esc> will return you to the A/P Selection submenu. A <Home> or <End> will quickly move you to the Beginning or End of the Invoice Payment screen. <F3> will clear the Net-To-Pay amount, if there is one existing for that Invoice. <F5> will take the Gross-To-Pay minus the Disc. Amount and insert it into the Net-To-Pay column. An <Enter> will select the Invoice and prompt the following at the bottom of the screen, in place of the Operator Options:

Operator Options

Inv.#00001 Vendor: JOHNNIE COOL Due Date: 09/10/97

Disc.: 0.00 Amt.: 0.00

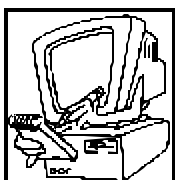
Enter Payment Data (<Esc> to Cancel)

Enter the discount if there is one, otherwise press <Enter>. Enter the amount of the payment you want to make on the invoice. If you don't want to pay the invoice, enter a '0' (zero). If you want to make a partial payment on the invoice, enter the amount you want to pay.

If you make no changes to an invoice, the program assumes you want to pay the entire amount. Furthermore, continue to scroll through the screen until there are no more changes to be made.

If there are more invoices, the program will list the next 16, and so forth until there are no more to list. If you do not wish to make any more changes, press <Esc> and you will be returned to the A/P Selection Menu.

After you have completed making any changes, you can run the edit listing. You can do the 'review and edit' procedure as many times as you like. The invoices that you do not want to pay will still be on the listing, but with a '0.00' amount. This is done so that if you change your mind you can re-enter the amount to add it back to the list for payment.



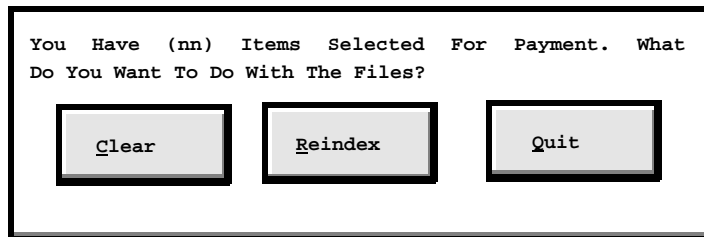
NOTE: WHEN THE 'CASH REQUIREMENTS' REPORT IS RUN, ALL INVOICES THAT HAVE/ WOULD HAVE HAD A DISCOUNT, WILL SHOW THE DISCOUNT AMOUNT ON THE REPORT. IF THE DISCOUNT DATE HAS PASSED, THE DISCOUNT WILL NOT BE DEDUCTED FROM THE GROSS TO ARRIVE AT THE NET AMOUNT. THE GROSS AND NET AMOUNTS WILL BE THE SAME. IF THE VENDOR IS ONE YOU KNOW IT WILL ALLOW YOU TO TAKE THE DISCOUNT, EVEN THOUGH YOU ARE A COUPLE OF DAYS LATE, YOU CAN MANUALLY DEDUCT THE DISCOUNT DURING EDITING.

Print Trial Check Selection List

This function allows you to print a list of the vouchers which have been released for payment. The list is summarized in order to provide you with a total for the checks that the computer intends to print. If there are any errors or omissions you can return to selections '2' or '3' to release additional vouchers for payment, or you can use selection '4' to edit the selections.

Clear or Re-Index Check Selection File

Selection '6' allows you to clear the file of all entries or to re-index the file. This selection displays:



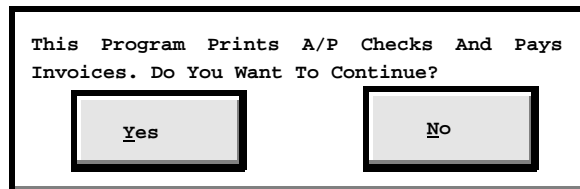
The (nn) will display the total number of items in the file whether they have a zero balance or not.

Choosing a <C>lear will ERASE the contents of the file, while an <R> will reindex the existing file. A <Q>uit will return you to the A/P Selection submenu.

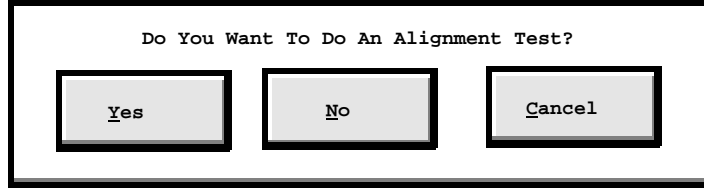
Print Checks

This function will print the checks selected from functions '2' or '3'. The checks will be printed on preprinted check forms. As another option you may wish to run the checks on plain paper and write the checks by hand. This may be more convenient if you only have a few to do at a time. In the latter case, the printed sheets of paper will provide support for your check stubs, and canceled checks.

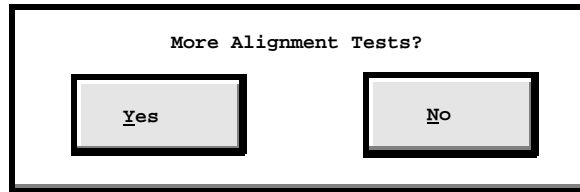
When you select option '7', the screen will clear and the following prompt will appear:



The default is <N>o to prevent the accidental printing of the checks before you are ready. To print the checks, press <Y>es. You will then be prompted for the printer that you wish to use. After you have selected the printer that you wish to use the next prompt will be displayed:



A <N>o will go directly to the 'Enter Beginning Check Number' prompt and then proceed with the printing. A <C>ancel will return you to the A/P Selection submenu. A <Y>es will print an alignment test then prompt the following:

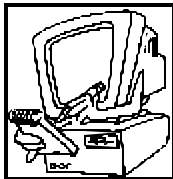


You can run the alignment routine as many times as necessary. Answer a <N>o in response to the test prompts to actually begin the printing of the checks. When you enter a <N>o response at either of the above alignment prompts, the following input field will be added to the screen:

Enter Beginning Check Number0

This program does not store your check numbers, nor automatically provide you with the next number in sequence. The default of '0' in the 'Beginning Check Number' field allows you to press <Return> and escape from the accidental printing of checks. When you enter a check number, the screen will clear and this message will be displayed:

Check Printing In Progress



NOTE: THE PROGRAM WILL PRINT THE WORD EQUIVALENT OF THE AMOUNT OF THE CHECK IF THE NUMBER OF LETTERS DOES NOT EXCEED 80. OTHERWISE, ONLY THE NUMBERS WILL PRINT.

Following the printing of checks, if you have the ledger activated, you will be given an opportunity to change the accounts to which the debits and credits will be posted. Once you have made your changes, (or not made them as the case may be), you will be prompted to:

Turn On Printer and Press Any Key To Begin Printing
 Printing Directed to Printer #X <F9> to Change Selection

When the printing is finished, the 'Load Plain Paper' message will be replaced with:

One Moment While Updating The Accounts Payable File.

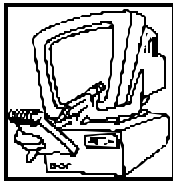
It is during this time that the payments made, the date, check number, etc. are transferred to the Accounts Payable Cash Disbursements file. Also, any discount not taken (possibly because the discount date is past) is also transferred. This information can be recalled in the form of a report which shows you how much you are losing by not taking discounts. If you have the ledger, then it is also updated during this time.

When the Accounts Payable file update is complete, you will be returned to the A/P Selection submenu. Press <ESC> again to return to the Account Payables Menu.

If you void a check that has been drawn using the A/P check writing or manual check routines, you must make a journal entry to get the General Ledger accounts corrected. These will usually be Cash, Accounts Payable, and Payables discount. Use the A/P Prior Payables routine (Function 6) to re-enter the vendor's invoices into the A/P file so that they can be paid at some future date.

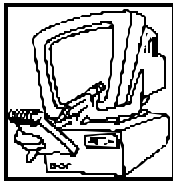
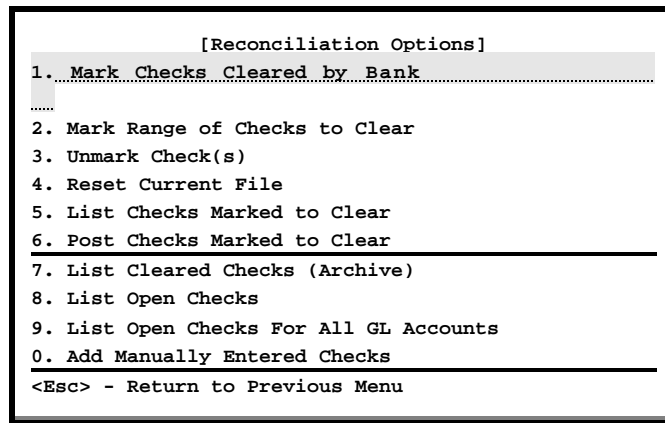
Check Reconciliation

This function allows you to reconcile each checking account from the bank checking statements. Whenever a check is printed by the system, or entered in (in the case of a handwritten check), a record of that check is placed in a file for later reconciliation. We have functions which allow you to mark checks which have been cleared by the bank, mark a range of checks (by check number), unmark checks previously marked (by mistake), post the checks marked (archive them to a different file), and several different reports.



NOTE: THIS OPTION ONLY APPEARS ON THE MENU IF YOU HAVE MADE ARRANGEMENTS TO HAVE THIS FUNCTION TURNED ON.

Selecting Function '8' from the A/P Selection menu provides you with this submenu:



NOTE: THE CHECK RECONCILIATION PROCESS HAS NO EFFECT ON ANY OTHER AREA OF THE AS/AP™ SYSTEM. THE PURPOSE OF THIS PROCESS IS TO MARK CHECKS THAT HAVE CLEARED THE BANK PER THE BANK STATEMENT. THIS ALLOWS THE OPEN CHECKS TO BE TRACKED.

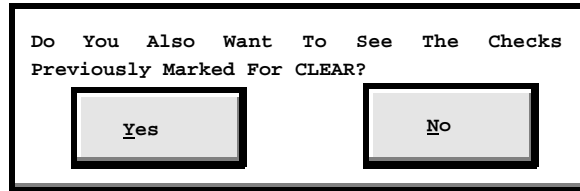
Mark Checks Cleared By Bank

This selection allows you to go through the list of outstanding checks and mark them (one at a time) to signify that they have been paid by the bank. Upon choosing this menu selection, you will be asked to enter the GL account number which you will be reconciling. The following message will be put on the screen, with the LAST GL account you worked with as the default answer.

Confirm Bank Account to Work With...

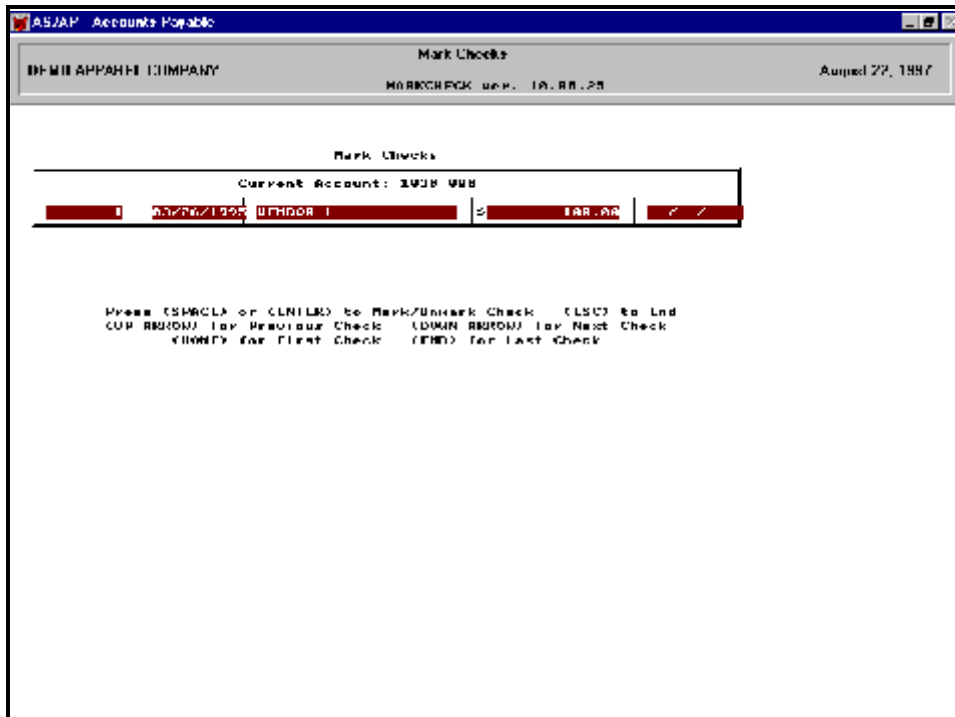
Account 0000 000

Upon confirmation of the GL account you wish to work with the screen will clear and you will be prompted if you want to see ALL of the checks in the file (including checks previously marked, but not yet posted), or just the checks which have not been marked. This makes it easier for you if you were interrupted when marking checks, and are now in a different marking session:



You will then be asked what date you wish to use as the "Posting Date" for the reconciliation. The current date will be the default, but you may wish to change it to the bank's closing date for that account. It may make more sense to use the bank's closing date since the report for listing archived checks will ask for a beginning and ending date. Choosing the bank's closing date will make it easier in the future to get the report to print all of the checks you wish to see.

The appropriate file will then be called up and you will be presented with the check which has the lowest check number in that file, for that account. You may mark the check by pressing either the space bar or either Enter key (one may be labeled 'Return' on your keyboard). This will mark the check with the appropriate date, and then advance you to the next check in line. If you make a mistake and mark a check in error, you can use the up arrow key to go back. Please note that the space bar / Enter key acts as a 'Toggle', marking checks previously unmarked, and marking checks previously unmarked.



When you mark the LAST check in the file, your work will be saved, and you will be returned to the Reconciliation Options sub-menu and informed of the number of checks you have marked.

Mark Range of Checks to Clear

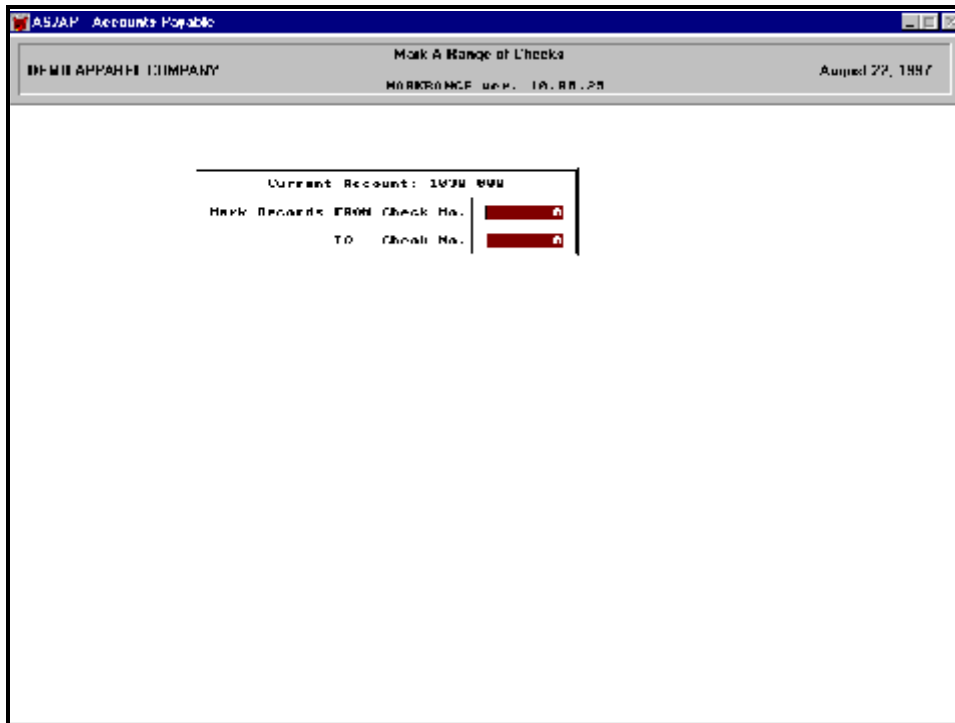
You may find it convenient to be able to mark a whole range of checks, rather than marking them one at a time. The only restriction here is that the range must not be broken. You will be prompted for a beginning check number, and an ending check number. Then ALL of the checks in that range will be marked. This is really powerful, especially since the next command allows you to UNmark a check. You can mark a range, then unmark any checks within that range which were not cleared by the bank.

You will be prompted for the GL account number which you will be reconciling. The following message will be put on the screen, with the LAST GL account you worked with as the default answer.

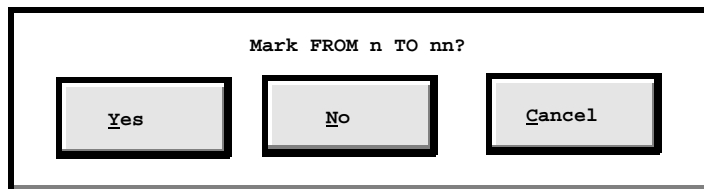
Confirm Bank Account to Work With...

Account 0000 000

You will be asked what date you wish to use as the "Posting Date" for the reconciliation. The current date will be the default, but you may wish to change it to the bank's closing date for that account.



After entering the beginning Check No. to mark records from and the ending Check No. to mark records to, press <Enter> and the following prompt will appear:



A <C>ancel will return you to the Reconciliation Options submenu. Selecting <N>o allows you to reenter the check numbers and a <Y>es will return you to the Reconciliation Options submenu with the following message at the top of the screen:

UPDATE COMPLETE! n records have been Marked for Clearance.

Unmark Check(s)

This function prompts you for a GL account number, then it asks for a single check number, which then erases the "Posted Date" for that check, and that check only. When combined with the function above, you can mark a whole range of checks, then use this to UNmark any exceptions.

You will be prompted for the GL account number which you will be reconciling. The following message will be put on the screen, with the LAST GL account you worked with as the default answer.

```
Confirm Bank Account to Work With...  
Account      0000 000
```

You will be asked to enter in the check number you wish to UNmark.

```
Enter Check No. to UNMARK .....0
```

You will further be prompted:

UNMARK n?		
<input type="button" value="Yes"/>	<input type="button" value="No"/>	<input type="button" value="Cancel"/>

A <C>ancel will again return you to the Reconciliation Options submenu. A <N>o allows you to reenter the Check No. and a <Y>es will "unmark" check number entered.

Reset Current File

This function removes the "Posted date" from ALL OF THE CHECKS in the GL Account you choose. This allows you to start over from the beginning. Please do not use this function unless you REALLY MEAN IT!

Do You Really Want To CLEAR The Marks From Account # 0000 000?	
<input type="button" value="Yes"/>	<input type="button" value="No"/>

The default of <N>o returns you to the Reconciliation Options submenu and <Y>es will clear the marks and return you to the submenu with the message: "UPDATE COMPLETE!" at the top of the screen.

List Checks Marked to Clear

This function will print out a report listing all of the checks which have been marked to clear.

Post Checks Marked to Clear

This function takes each check which has been previously marked, copies it into an archive file, then erases it from the current file. This will only work if checks have been marked. If there are no checks marked, nothing happens.

List Cleared Checks (Archive)

This prints a report of the checks which have been moved to the Archive file. You are prompted to enter a beginning date and an ending date. As we stated earlier, if you have been using the bank's closing date for marking the checks, then this report is easier to use. There is no restriction on which dates you can enter, except that they must be valid dates.

List Open Checks

This function prints a report of all of the checks in the current file which are still outstanding for one GL account.

List Open Checks For All GL Accounts

This function prints a report of all of the checks in the current file which are still outstanding for all GL accounts. Each account is grouped together.

Add Manually Entered Checks

You will first be prompted for the GL account number which you will be reconciling. The following message will appear on the screen, with the LAST GL account you worked with as the default response:

```
Confirm Bank Account to Work With...  
Account          0000 000
```

After confirmation of the GL account number the following screen appears:

```
Check Number..... 0  
Payee Code.....  
Payee Name.....  
Amount of Check..... 0.00  
Date Paid..... / /  
  
Edit Data (<F10> to Process <Esc> to Quit)
```

ENTER CHECK NUMBER (ONLY NUMERIC ENTRY IS ACCEPTABLE)

When finished press <F10> to Process and the following prompt appears:

Is It Ok To Update The Check File?

Yes	No	Cancel
-----	----	--------

Selecting <C>ancel or <N>o will return you to the "Check Number" line. And <Y>es updates the check file and displays the

message: "Check No. n ADDED!"

Press <Esc> when finished to Quit and return to the Reconciliation Options submenu.

Quick Checks - Direct Check Printing

This function is used solely for immediate check printing, shipment, and COD invoices, as well as one time checks for which a specific vendor is not necessary.

Upon selecting option '9' from the A/P Selection Menu the following message will appear on the screen:

One Moment for File Preparation...

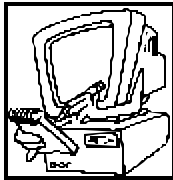
Once complete the following 'Vendor Code' screen will appear:

```

Enter Vendor Code (<Esc> to Quit).....
<F5> Search Note Pad
<F7> Random Lookup

```

Entering an invalid 'Vendor Code' will prompt that the vendor code was not found and ask if you want to add it now. A <Y>es will display the Vendor Maintenance screen for you to enter the new vendor's information. A <N>o will return you to the 'Vendor Code' prompt.



NOTE: A GENERIC, MISCELLANEOUS VENDOR MAY BE CREATED OR A CURRENT VENDOR MAY BE USED. IF A MISCELLANEOUS VENDOR IS CREATED IT CAN BE BROKEN DOWN INTO INDIVIDUAL AREAS THAT SPONTANEOUS, RANDOM CHECKS ARE PRINTED FOR.

Upon entering a valid vendor number, basic Vendor data, as shown below, will be displayed on the screen for verification. After verification the prompt that follows will appear:

```

Vendor Code..... MISC
Vendor Name..... SHAPIRO SALES
Address 1..... P.O. BOX 12345
Address 2.....
City/State/Zip.. ATLANTA..... GA 30301-

```

```

Is This The Correct Vendor?
[ Yes ] [ No ] [ Cancel ]

```

A <C>ancel will return you to the 'Vendor Code' prompt. A <N>o will return you to the Vendor Name field above and allow changes to be made to the Vendor information. If you press <Return> to accept the default of <Y>es, the screen will clear and the following input format will be displayed:

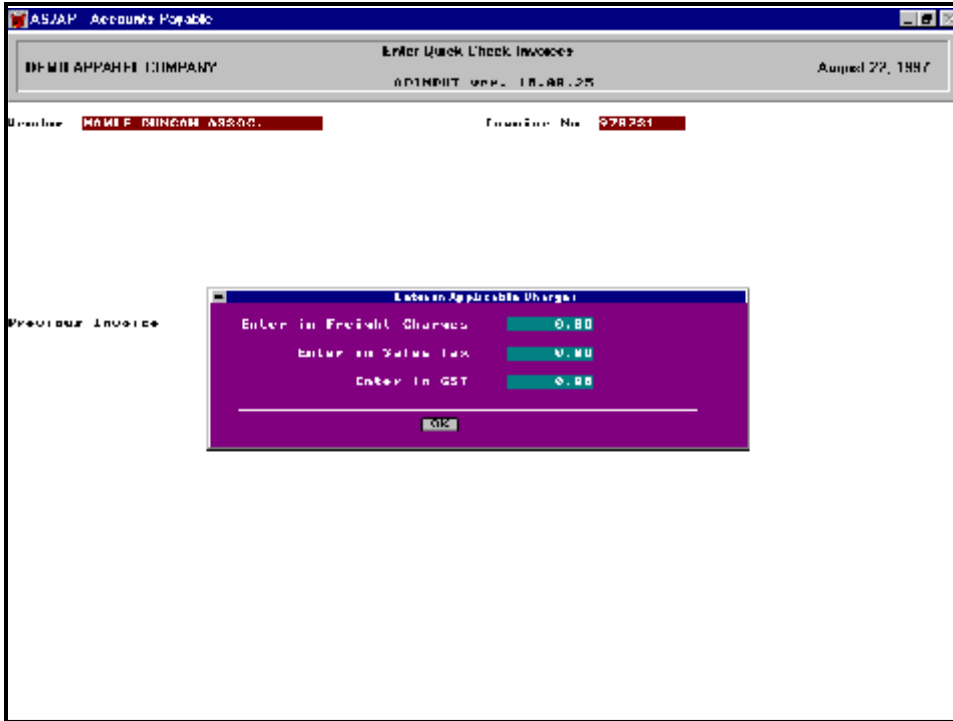
Payable

Vendor: MAMIE DUNCAN ASSOC. Invoice No.

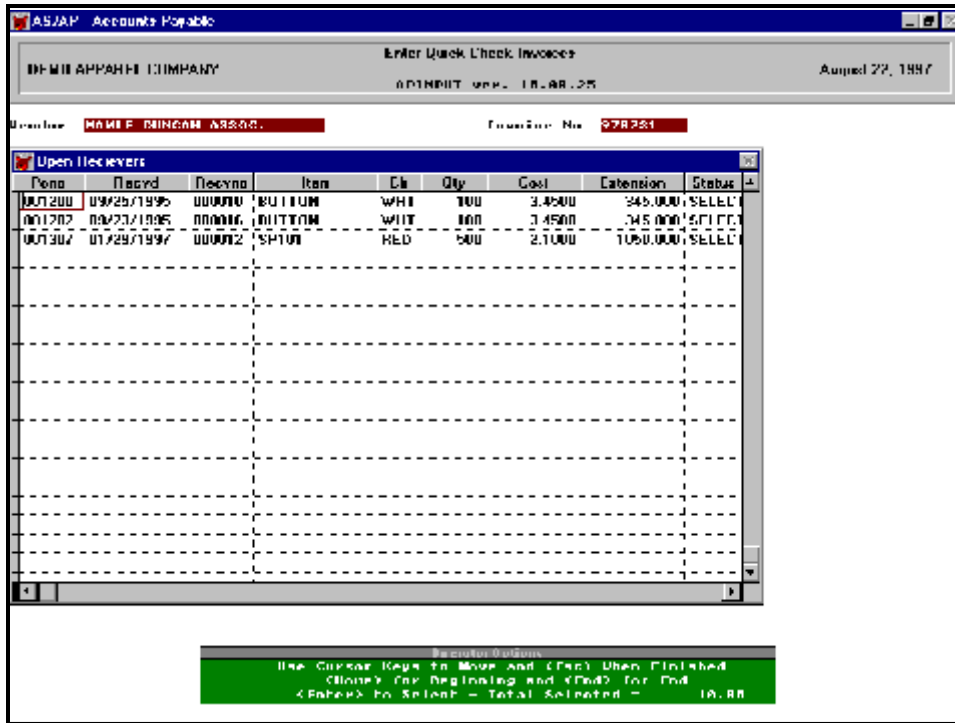
Previous Invoice Previous Balance 0.00

(Press <ESC> to Quit)

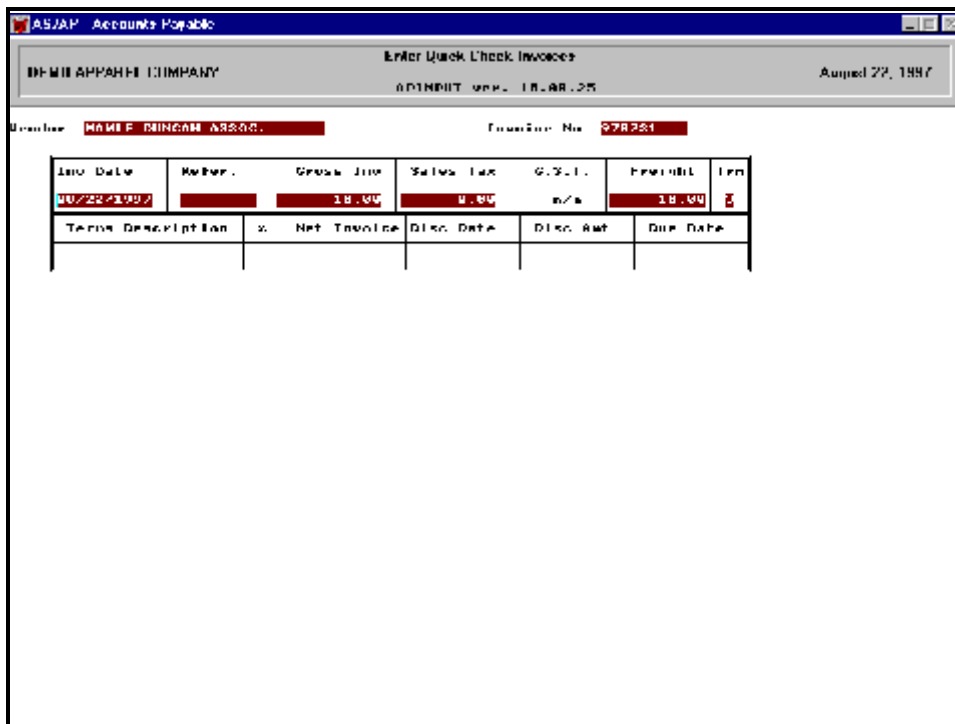
The vendor's name will appear next to the word 'Vendor' and the cursor will be at the 'Invoice No.' field. Enter the invoice wish to work with. Once entering the invoice number the screen shown here will appear (shown below with sample data):



Enter any additional charges and select <OK>. The following screen will the appear:



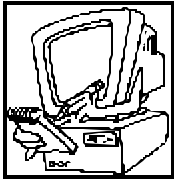
Select any of the open receivers from the list. Once complete, pressing <Es> will display the following screen:



The 'Inv Date' field will default in with the current working date. You may accept by pressing <Return> or entering the invoice date you wish to use. Then enter any user defined reference number you want in the 'Refer.' field. For example, this might be an order number, etc. Next enter the 'Gross' amount of the invoice, amount of 'Sales Tax', Freight, and Terms. The 'G.S.T.' field, General Sales Tax, should be left blank, at least for right now, unless you are running on a Canadian system.

Once those 6 or 7 fields have been entered, the terms field will default in from the Vendor Master File. If you need to lookup the terms simply blank this field and the popup window will display the terms for you to search. The 'Percentage' and 'Net Invoice' fields will also default in with the calculated values, being displayed along with the terms code description

You can change the discount date or press <Return> to accept the default date. The Discount Amount is calculated from the Net Amount. The Net Amount field is the result of the Gross less Sales Tax, GST, and Freight. If the Net is wrong, one of these fields must be changed.



NOTE: THE SALES TAX, G.S.T., AND FREIGHT FIELDS ARE ONLY DEDUCTED FROM THE INVOICE TO CALCULATE THE DISCOUNT. THE INVOICE IS POSTED AT IT'S FULL VALUE.

You can press <Return> to accept the default value or if you wish to use another discount amount, or no discount, enter the correct amount in the field by typing the new amount. You will not need to clear the previous numbers, as they will disappear when you press <Return> after entering the new amount to move to the next field. You can change the net due date or press <Return> to accept the default date.

If you enter an invalid date (either discount date or net date), the cursor will not advance to the next field. **AS/AP™** will verify the validity of all dates. However, if you enter a valid date which is not the actual due date or net date, **AS/AP™** has no way of protecting you. If you want to post a June 11th (06/11) invoice, but enter 11/06 (Nov. 6th), the system will let you because the date is valid (though definitely not the one you want).

After entering the information in the last field, the following prompt will appear:

Is Everything Correct?

Yes	No
-----	----

A <N>o will return you to the 'Vendor Code' prompt. Selecting <Y>es will further prompt:

Write Invoice To Quick Check File?

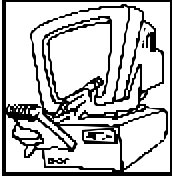
Yes	No	Cancel
-----	----	--------

A <C>ancel will ignore everything you just entered for this invoice and return you to the 'Vendor Code' prompt. A <N>o will return you to the 'Invoice No' prompt. If you enter the same invoice number the data you originally entered will appear. Make any changes that are necessary, or at this point, you have the option to enter a new invoice number, ignoring the previous one that you were working with. If everything is correct, press <Return> to accept the default of <Y>es. The record will be updated and you will be returned to the 'Invoice No' prompt, allowing you to write another invoice number to the Quick Check file. The 'Previous Invoice' and 'Previous Balance' fields at the bottom of the screen will now default in with the invoice, and its amount, you just finished working with.

When you are finished writing invoices to the quick check file for this vendor, pressing <Esc> will return you to the 'Vendor Code' prompt. If finished with all vendor's and their invoices pressing <Esc> again will further prompt:

Enter Password to Print Checks
Type 'QUIT' to Exit without Printing

Typing 'QUIT' and pressing <Return> will return you to the A/P Selection Menu. Entering the password will prompt you to turn on your printer and press any key to continue, when complete you will be returned to the A/P Selection Menu.



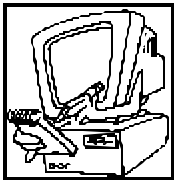
NOTE: IMMEDIATELY FOLLOWING THE CHECK PRINTING THE BATCH POSTING OF THE INVOICE REGISTER ALONG WITH THE DETAIL AND GL SUMMARY WILL PRINT. FINALLY THE SYSTEM WILL PRINT AND POST THE CHECK REGISTER.

Void AP Checks

Upon selecting option 'V' from the A/P Selection Menu the following submenu will appear:

```

                                [Void Checks]
1. Select Check(s) To Void .....
2. Void Proof Listing
3. Reserved
4. Process Void Check(s)
5. Clear/Reset File
-----
<Esc> - Return to Previous Menu
  
```



NOTE: PLEASE KEEP IN MIND THAT WHATEVER YOU DO IN THIS SECTION IS NOT REVERSIBLE. IF YOU VOID A CHECK IT STAYS VOIDED. THINK CAREFULLY ABOUT THE MINOR OR MAJOR CONSEQUENCES SAYING <Y>ES TO A QUESTION COULD HAVE BEFORE YOU DO IT.

Select Check(s) to Void

Option '1' begins by displaying the following prompt:

```

Enter Vendor Code (<Esc> to Quit) .....
<F5> Search Note Pad
<F7> Random Lookup
  
```

Once a valid vendor has been entered the following prompt will appear:

```

Enter check number to void (<F10> to continue <Esc> to Quit) .....
  
```

After you have entered the check number that you wish to void press <F10> and the following information and prompt will appear:

Vendor Code..... AAA
Check Date.....07/27/1993
Amount.....10005.75
Discount.....0.00

Continue?

<u>Y</u> es	<u>N</u> o
-------------	------------

Selecting <N>o will return you to the 'Vendor Code' prompt. A <Y>es will return you to the same prompt, but will mark the check(s) to be voided first. Once complete, pressing <Esc> from the 'Vendor Code' prompt will return you to the Void Checks submenu.

Void Proof Listing

Selecting option '2' will prompt you to turn on your printer and press any key to begin printing. When the printing is complete you will be returned to the Void Checks submenu.

Process Void Check(s)

Option '4' will begin by prompting:

This Process Will Post The VOIDed Check To GL, Update The Cash Disbursement File, And Update The Invoice. Do You Want To Continue?

<u>Y</u> es	<u>N</u> o
-------------	------------

Selecting <N>o will return you to the Void Checks submenu. A <Y>es will display the following screen:

Cash Receipts Will Be Posted To These General Ledger Accounts.

	Account	Dept.	
Cash Account: (description)		XXXX	XXX
A/P Account: (description)	XXXX		XXX
A/P Discount Account: (description)		XXXX	XXX

Do You Want To Change These Accounts? N

If you wish to change these accounts select <Y>es. Once you have completed changing the account or if you chose not to change the accounts you will be prompted:

Post to Period

After designating the period which you want to post the voided check(s) to you will be prompted:

Is It Ok To Continue?

<u>Y</u> es	N <u>o</u>
-------------	------------

Responding <N>o will allow you to reenter the period you wish to post to. A <Y>es will prompt for you to turn on your printer and press any key to begin printing. Once printing is complete you will be returned to the Void Checks submenu.

Clear/Reset File

Upon selecting option '5' the following prompt appears:

Are You Certain You Want To Reset The Files?

<u>Y</u> es	N <u>o</u>
-------------	------------

A <N>o will return you to the Void Checks submenu. Choosing <Y>es will reset the files and then return you to the Void Checks submenu. When you are finished with Voiding A/P Checks, pressing <Esc> will return you to the A/P/ Selection Menu.

0

Accounts Payable Reports

This menu selection contains the major reports of the Accounts Payable module. Selecting function '5' from the main menu provides you with this submenu:

```

[Payables Reports]
1. All Company Aged Payables Report
2. Aged Payables By Division
3. Cash Requirements Report
4. Print 1099 Forms
5. Invoice Disbursements
6. Cash Requirements Projection
7. Check Register
8. Open A/P Invoices with G/L Account
P. Aged Payables Report for Printer
   Period
R. Open A/P Invoice/Receiver Comparison
V. Open A/P Invoice/Receiver Report
9. Aging Break Points
0. Projection Break Points
Z. Purge A/P - P/O Receivers
<Esc> - Return to Previous Menu

```

All Company Aged Payables Report

Selection '1' will print an aging report for all entries in the accounts payable file. The only prompt you'll receive is to turn on the printer and press any key to continue. When the printing is complete you will be returned to the Payables Reports submenu.

Aged Payables By Division

Selection '2' will print an aging report only for those entries within the selected companies' departments. If you don't use departments, you don't need to run this report.

Your first prompt will be:

```
For Which Division? (<Esc> to Quit) ..
```

Enter the division (company) you want an aging for. Remember that the three digits of the department are set up such that the first of those three digits is the company, while the remaining two digits are the department within the division.

Next you will see:

```
Preparing Files...
```

When the preparation is complete, you will receive a prompt to turn on your printer. This aging requires 132 print positions. Depending on the way your system was set up will determine whether the report will print in compressed format or in wide format. If you have a wide-carriage printer you may elect to skip the compressed printing and use 14" wide paper.

When the aging is finished, you will be returned to the Payables Reports submenu.

Cash Requirements Report

This function will prepare a list of all items due to be paid through a specified date. The default date is the system date. This is merely a statement of how much money you have committed.

Upon selecting '3', you will be prompted:

```
Invoices Due Through (mm/dd/yy)  /  /
```

You can press <Return> to accept the default system date, or enter any date you want, either earlier or later. The program will include all payables beginning with the oldest through the date you specify.

Next you will be prompted for verification:

```
Is This Date Correct? (Q to Quit)  Y
```

A <Q>uit will return you to the Payables Reports submenu. A <N>o will return you to the date prompt. Pressing <Return> to accept the default of <Y>es will further prompt you:

```
Include Invoices With Discounts Available though not yet due (Q to Quit) ?  Y
```

It is possible to have invoices that are not due yet (i.e. due later than the date you specify), but on which a discount could be taken. If you wish to include invoices with discounts available during the time frame chosen, accept the <Y>es default by pressing <Return>. A <N>o will cause those invoices with discounts available to be ignored. A <Q>uit will return you to the Payables Reports submenu.

Following your choice to include or not include discount invoices, the screen will clear and the following message will be displayed:

```
One Moment While Processing Records
```

When the preparation is complete, you will receive a prompt to turn on your printer. Depending on the size of your files, there may be a lengthy wait before printing begins.

After the report is printed, you will be returned to the Payables Reports submenu.

Print 1099

The first thing that will appear after selecting option '4' from the Payables Reports submenu will be the following 1099 Processing submenu:

```
[1099 Processing]
1. Print ALL Independent Contractors
2. Select Single Contractor
3. Select Contractor And Amount
4. Reset YTD Field [After 1099s]
<Esc> - Return to Previous Menu
```

Print ALL Independent Contractors

Upon selecting option '1' you will receive a 'Sorting File...' message and then be prompted:

```

Do You Want To Align 1099 Forms?
  Yes      No
  
```

A <Y>es will first print an alignment test and then, like choosing <N>o, you will be prompted to turn on your printer and press any key to continue. Once the printing is complete you will be prompted if you want to run another test, once complete you will be returned to the 1099 Processing submenu.

Select Single Contractor

This option is the same as option '1' except that you will first be prompted:

```
Enter Vendor Code to Print (<Esc> to Quit): .....
```

You will then receive the same alignment prompt as you did in the previous section and continue with the printing as you did above.

Select Contractor and Amount

Section '3' is the same as section '2' above except that you will now be prompted for the amount after you enter the Vendor Code.

Reset YTD Field [After 1099s]

The first message that will appear on the screen once you select option '4' is the following:

```

This Function Resets the YTD Payments to Zero
to begin accumulating for the new Year...
If you plan to print 1099 forms, you DO NOT
want to proceed until your 1099 forms have
been printed...
  
```

```
Press Any Key to Continue... <Esc> to Quit.
```

If you decide that you do want to reset the YTD field then continue by pressing any key, except for <Esc>. <Esc> should be pressed if you have not yet printed your 1099 forms and plan to do so. <Esc> will return you to the 1099 Processing submenu. Once you have pressed any key to continue you will receive the following prompt:

```

I Assume That You Want To Reset The
File?
  Yes      No
  
```

A <N>o will, once again, return you to the 1099 Processing submenu. A <Y>es, on the other hand, will reset the file and then

return you to the 1099 Processing submenu.

Invoice Disbursement

After an invoice has been posted to the system, you may discover that the distributions were applied to the wrong accounts. If you go to the Batch posting report, you will see the distribution for the invoices posted during that entry session. However, there is no detail. The distributions are given as a summary of all the invoices, and it is impossible to tell which accounts a particular invoice was posted to.

This function allows you to look at the detail, and make a printed copy to work from while you are making the necessary corrections through the general journal.

Upon selecting '5', your first prompt will be:

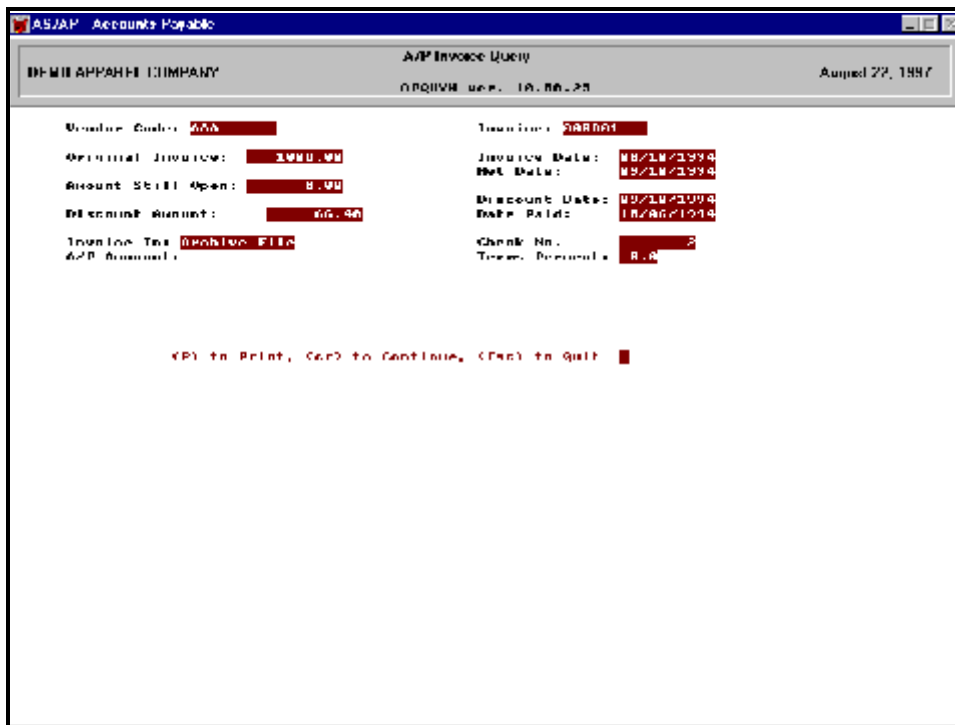
```
Enter Vendor Code (<Esc> to Quit).....
<F5> Search Note Pad
<F7> Random Lookup
```

Followed by:

```
Enter Invoice Number (<A>rchive, <C>urrent, or <Esc> to Quit) .....
```

An <Esc> will return you to the 'Vendor Code' prompt. You can choose for the computer to check the <A>rchive or <C>urrent payables invoice files, respectively, or both files if an actual invoice number was entered.

Entering an invalid vendor number or one with no invoice history will return you to the 'Vendor Code' prompt. A valid vendor number along with the invoice(s) will display the following:



The invoice information will be displayed. If there is more than one invoice for this vendor, with the same invoice number (which might be the case), pressing <Return> will show you the next invoice and distribution record.

If the invoice has been paid and moved to the payables archive file during the end of month procedure, the 'Invoice In' field will say: **Archive File**. If the invoice is still open, or paid but not yet transferred during the end of month routine, it will say: **Current File**.

If you want to print the information displayed, select the <P>rint option or use the 'Print Screen' function if you have an MS-DOS or PC-DOS computer. In either event, a duplicate of the screen will be provided. This is useful to have as a reference for entering the corrections later.

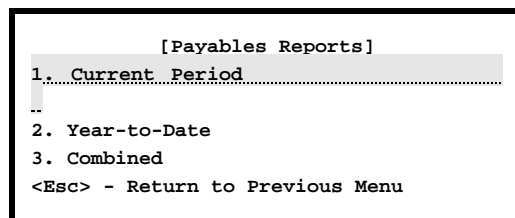
When there are no more invoices for that vendor, pressing <Return> will return you to the 'Vendor Number' prompt, where you may look-up another vendor/invoice combination or press <ESC> and return to the Payables Reports submenu.

Cash Requirements Projection

Option '6' from the Payables Reports submenu will prompt for you to turn on your printer and press any key to continue. Once the printing is complete you will be returned to the Payables Reports submenu.

Check Register

Once you select option '7' from the Payables Reports submenu you will receive another Payables Reports submenu, as displayed below:



Current Period

The first prompt that you will receive will be the following:

Enter Beginning Check Number (Blank for All-<Esc> to Quit)?

After selecting the check number that you want to begin printing at you will be prompted:

Do You Want Invoice Detail?

<u>Y</u> es	N <u>o</u>	C <u>a</u> ncel
-------------	------------	-----------------

If you do not wish to proceed selecting <C>ancel will return you to the Payables Reports submenu. Once you have selected whether or not you want an invoice detail the following prompt will be displayed:

Do You Want To Skip Unnumbered Items?

<u>Y</u> es	N <u>o</u>	C <u>a</u> ncel
-------------	------------	-----------------

Again, selecting <C>ancel will return you to the Payables Reports submenu. Once complete, the user will receive a 'Sorting Records...' message. The user will then be prompted to turn on the printer and press any key to continue. Once the printing is complete the user will be returned to the Payables Reports submenu.

Year-to-Date

This option will prompt the same as the previous, option 'I', shown above.

Combined

This option will combine the above Current Period checks and the Year-to-Date checks and prompt the same as option 'I' above.

Open A/P Invoices with G/L Account

Upon selecting option '8' the following message will flash on the screen:

One Moment While Processing Records...

You will then be prompted to turn on your printer and press any key to begin printing. When the printing is complete you will be returned to the Payables Report submenu.

Aged Payables Report For Prior Period

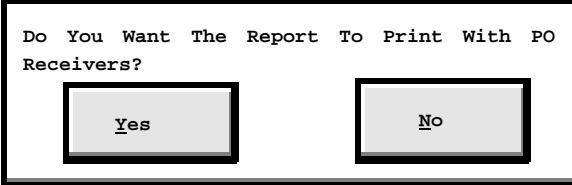
The only prompt that the user will receive, upon selecting option 'P' is to print. Once complete, the user will be returned to the Payables Reports submenu.

Open A/P Invoice/Receiver Comparison Report

After selecting option 'R', the user will receive the standard printer prompt. Once the report is complete, the user will be returned to the Payables Reports submenu.

Open A/P Invoice/Receiver Report

The first prompt that will appear, once the user has selected option 'V', is the following:



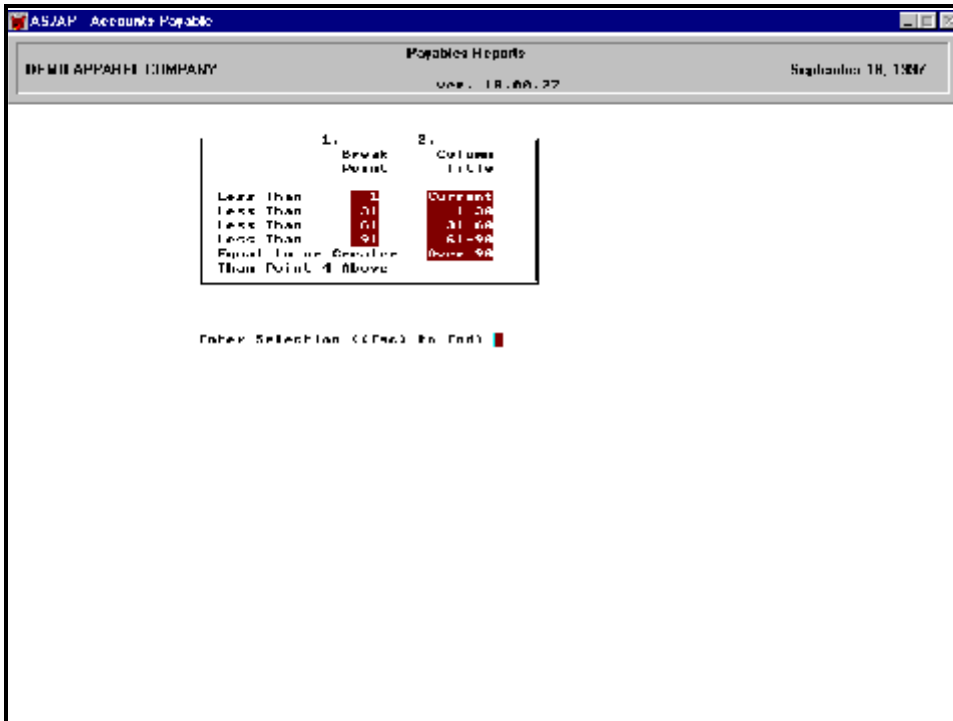
The image shows a printer prompt dialog box with a black border. The text inside reads: "Do You Want The Report To Print With PO Receivers?". Below the text are two rectangular buttons. The left button contains the text "Yes" with a small underline under the 'y'. The right button contains the text "No" with a small underline under the 'o'.

Regardless of the users response, the printer prompt will appear. Once the printing is complete, the user will be returned to the Payables Reports submenu.

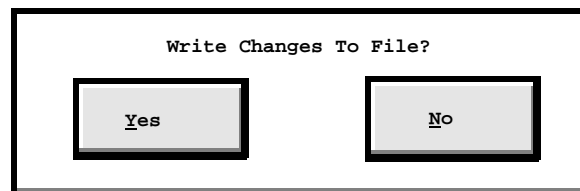
Aging Break Points

The AP Break Points are the Points at which the various Accounts Payable Agings will break. Traditionally these were preset to 1, 30, 60, and 90 days, but, with the advent of faster more powerful computers and software, like AS/AP^{mm}, it became possible to allow the operator to select the break points he/she wishes to use.

Upon selecting this option, '9', you will receive the following break point maintenance screen:



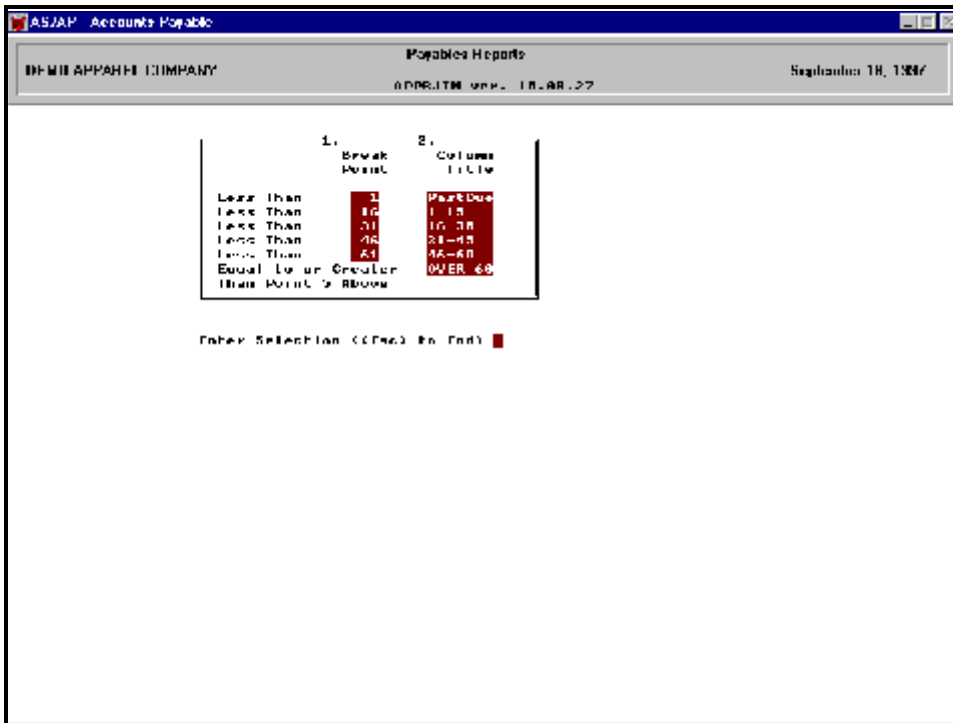
After making adjustments and pressing <Esc> to End the following prompt will appear:



A <Y>es will write the changes that the operator has made to the file and then return to the Payables Reports submenu. A <N>o will simply return the operator to the Payables Reports submenu.

Projection Break Points

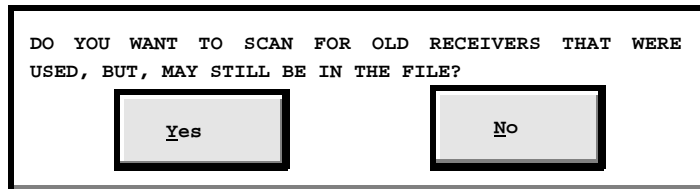
The Projection Break Points are the Points at which the various Cash Projections will break. Upon selecting the option you the following break point maintenance screen:



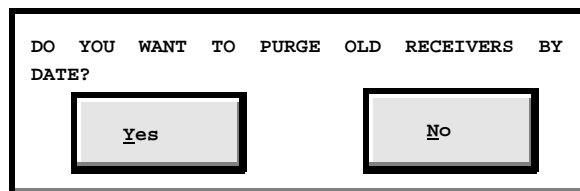
The operator will then receive the same prompts as in the Aging Break Points selection, and will then be returned to the Payables Reports submenu.

Purge A/P - P/O Receivers

The first prompt that the user will receive, upon selecting option 'Z', is the following:



Regardless of whether the user selects <Y>es or <N>o, the following prompt will appear:



Selecting <Y>es will prompt the following:

PURGE RECORDS OLDER THAN? (<F10> TO CONTINUE <ESC> TO QUIT)

If the user elects to <N>ot purge old receivers by date or after entering a date and pressing <F10> the following prompt wi

This Procedure Will Purge All A/P P/O Receivers That
Have Been Posted In The A/P Module. Do You Want To Do
This?

Responding <Y>es will purge the receivers and return the user to the Payables Reports submenu. A <N>o will simply return to the submenu.

Enter Prior Payables

A 'Prior Payable' is a debt owed when you go onto the **AS/APtm** system and which is still due and payable.

This function allows you to enter the Vendor's previous (prior) open invoices and credit memos without affecting current p the General Ledger. When you begin using the **AS/APtm** Accounting System, you can immediately start recording current transacti allows, enter the prior balance information. Once you enter all of the prior Payables, you can use the **Disbursement Journal** or **G Journal** in order to bring the General Ledger up to date, if necessary.

It is important to note that when setting up prior balances, you **MUST** enter the due date of the invoice. If you do not, the age all prior invoices in the 'Over 90' column.

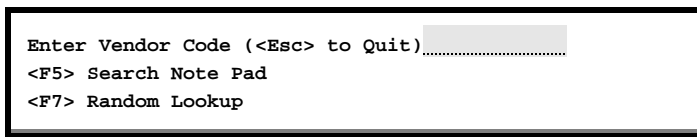
The primary difference between the prior invoices (Function 6) and current invoices (Function 2) is the distribution. It is a prior payable has already been entered in your present bookkeeping system, and that shipping, tax, inventory, etc. have already been the appropriate ledger accounts. However, as it is still a payable, you must enter it into your accounts payable file. This entire **Ente Payables** section, however, will look almost identical to the **Post Invoices Payable** which was described previously in this manual. main, and practically only difference, however, is that in Posting Payables you update the G.L. file, while here, in the Prior Payables the G.L. file occurs. Therefore, if you want a detailed distribution, use the 'Post Payables' function.

This routine is also used to re-enter vendor's invoices that were paid using the manual or automatic check writing routines and the payments were later voided. After the voided checks are re-entered through the general journal, you should put the invoices back into the A/P file. You would use this function because the invoices were previously distributed and you don't want to do it again. All you want to do is get the General Ledger back in balance with the A/P file.

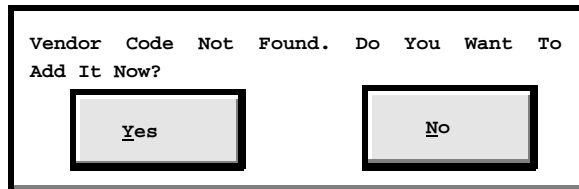
To enter prior payables, select function '6'. The screen will clear and the following message will be displayed:

One Moment for File Preparation

A temporary database is set up in which to enter the prior payables. When preparation is complete, you will then be promp



If you enter a vendor number which is not on file, you will receive the following message:



A <N>o will return you to the 'Vendor Code' prompt for the operator to enter a new vendor code. A <Y>es will display a blank Customer screen for the new customer data to be entered.

Upon entering a valid vendor number, basic Vendor data, as shown below, will be displayed on the screen for verification.

Payable

Vendor Code..... AAA
Vendor Name..... AUNT MAMIES MAIDS
Address 1..... 2550 MILAM DAIRY RD.
Address 2.....
City/State/Zip.. MIAMI..... FL 33154-
Phone..... 301-944-3311

After verification the following prompt will appear:

Is This The Correct Vendor?

Yes	No	Cancel
-----	----	--------

A <C>ancel will return you to the 'Vendor Code' prompt. A <N>o will return you to the Vendor Name field above and allow changes to be made to the Vendor information. If you press <Return> to accept the default of <Y>es, the screen will clear and the following input format will be displayed:

Vendor: Your Vendor's Name Invoice No.

Previous Invoice Previous Balance 0.00

(Press <ESC> to Quit)

The vendor's name will appear next to the word 'Vendor' and the cursor will be at the 'Invoice No.' field. Enter the invoice number. The program will check to see if this invoice has already been entered during **THIS** session or during a **PRIOR** entry session. If the entry is during this session, you will receive the following message:

This Invoice Has Already Been Entered During This Session.

Delete Prior Entry?

If the system finds that the invoice number is in the unposted file you will also be prompted:

The Invoice Number Is In The Unposted
File. Do You Want To Delete The
Previous Entry?

It is also possible that you made a mistake during entry, wish to cancel the previous entry and re-enter the invoice. Answering <Y>es will delete the previous entry, and allow you to continue. If you answer <N>o, the program will return you to the 'Invoice Number' prompt, and the previously entered invoice will not be deleted.

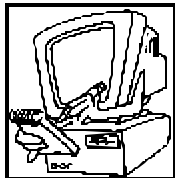
If the entry was during a prior session and has already been placed in the payables files or is in fact already closed, you will receive a message similar to the one above, but you can still accept the entry by answering <Y>es. Since some vendors, such as the phone company or power company, may not send bills with invoice numbers on them, we recommend the following procedure: use the invoice date (numbers only, no slashes) for the invoice number. For example, a bill invoiced on May 15, 1985 would be 051585 and that would most likely be unique for that vendor. Above all, be consistent in your entry. These routines are provided to try to reduce entry error.

Once a valid Invoice Number has been entered the Additional Charges screen will appear, allowing the user to enter any applicable charges. Once complete, the following screen will open up (shown here with sample data):

The 'Inv Date' field will default in with the current working date. You may accept by pressing <Return> or entering the invoice date you wish to use. Then enter an user defined reference number you want in 'Refer.' field. For example, this might be an order number, etc. Next enter the 'Gross' amount of the invoice, amount of 'Sales Tax', Freight, and Terms. The 'G.S.T.' field, General Sales Tax, should be left blank, at least for right now, unless you are running a Canadian system.

Once those 6 or 7 fields have been entered, the terms field will default in from the Vendor Master File. If you need to lookup the terms simply blank this field and the popup window will display the terms for you to search. The 'Percentage' and 'Net Invoice' fields will also default in with the calculated values, being displayed along with the terms code description

You can change the discount date or press <Return> to accept the default date. The Discount Amount is calculated from the Net Amount. The Net Amount field is the Gross less Sales Tax, GST, and Freight. If the Net is wrong, one of these fields must be changed.



NOTE: THE SALES TAX, G.S.T., AND FREIGHT FIELDS ARE ONLY DEDUCTED FROM THE INVOICE TO CALCULATE THE DISCOUNT. THE INVOICE IS POSTED AT IT'S FULL VALUE.

You can press <Return> to accept the default value or if you wish to use another discount amount, or no discount, enter the amount in the field by typing the new amount. You will not need to clear the previous numbers, as they will disappear when you press <Return> after entering the new amount to move to the next field. You can change the net due date or press <Return> to accept the default date.

If you enter an invalid date (either discount date or net date), the cursor will not advance to the next field. **AS/APtm** will validate the validity of all dates. However, if you enter a valid date which is not the actual due date or net date, **AS/APtm** has no way of protecting you from wanting to post a June 11th (06/11) invoice, but enter 11/06 (Nov. 6th), the system will let you because the date is valid (though definitely not what you want).

After entering the information in the last field, the following prompt will appear:

A <C>ancel will ignore everything you just entered for this invoice and return you to the 'Vendor Code' prompt. A <N>o will return you to the 'Invoice No.' prompt. Enter the same invoice number the data you originally entered will appear. Make any changes that are needed at this point, you have the option to enter a new invoice number, ignoring the previous one that you were working with. If everything is correct, press <Return> to accept the default of <Y>es. The record will be updated and you will be returned to the 'Vendor Code' prompt, where you can enter another vendor's code (i.e. continue posting invoices).

If you are finished posting invoices, press <Esc> from 'Vendor Code' prompt and the following prompt will appear:

```
WHAT TYPE OF INVOICE REGISTER PROOF DO YOU
NEED?
  DETAILED      SUMMARY      QUIT
```

Once you have indicated which type of invoice register proof you wish to print, you will receive a prompt to turn on your printer. Press any key to continue. This will print a list of the invoices just entered, either in a summary or a detailed form.

When the printing is finished, the screen will clear and you will be prompted:

```
DO YOU WANT TO CONTINUE AND POST THIS
BATCH?
  Yes          No
```

Selecting <Y>es will display the standard printer prompt. A <N>o will return you to the Payables menu, saving your batch. The Invoice Posting programs have been modified to allow the operator to save the posting, so that, Invoices can be entered, a proof list generated, and the batch can be held until a subsequent session for posting. This option is available for either Current Invoices or Prior Invoices. Note that the Current and Prior Invoices are maintained in different files.

If the operator finds that an invoice was entered incorrectly, you can return to the Invoice Entry option. After entering and saving the Vendor Code, the operator is asked for the Invoice Number. If a number is entered that already exists in the TEMPORARY file, the record is deleted. If the invoice has been posted, IT CANNOT BE DELETED, since the AP Invoice Posting becomes an official record, and cannot be deleted.

When all prior period information for a particular Vendor has been entered, press <ESC>. You will be returned to the 'Vendor Code' prompt where you may select and enter invoices for another Vendor, or press <ESC> to end this input session.

When you end the prior period input routine, if you have entered any invoices, you will be prompted to turn on your printer to print a list of the vendor's prior invoices which you just entered. When the printing is finished, you will receive the following message:

Updating The Accounts Payable Files.

The prior period invoices you posted to the temporary database are now being sorted to their proper sequence in the 'real' files. The amount of time for this operation depends upon how many records you entered during the posting routine and the size of your main database. When the updating is complete, you will be returned to the Main Payables menu.

Month-End-Closing - AP

This option Closes Payables and increments the period counter for AP. The Accounts Payable Closing function closes the Payable section of the AS/AP Accounting System by printing the Accounts Payable reports, archiving the Month to Date Cash Disbursements, clearing the invoices, and incrementing the AP Period counter. In short, this function closes the Accounts Payable fiscal period, clears the cash disbursement file, purges the system of items paid-in-full, and prints assorted, related reports.

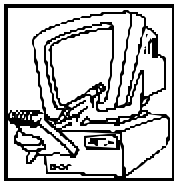
At the End of Year, the Month to Date AND YTD Cash Disbursement files are cleared in preparation for the new year. They are printed for both Monthend and Yearend closings.

During the Yearend, the period counter is reset to period 1 (It is actually set to 13 until the GL closes).

The program will prompt you for your options in printing the End-of-Period reports which are:

- 1 - A/P Distribution Report
- 2 - A/P Disbursement Register

It is left to you whether or not to print the reports. Either way, the program will automatically update the files and increment the fiscal period.



NOTE: SYSTEMS CAN BE INSTALLED FOR 13 ACTIVE PERIODS. ON THESE SYSTEMS, COUNTER MOVES TO A 14TH PERIOD FOR THE OVERFLOW PERIOD.

The first message that you will receive upon selecting option '7' will be the following:

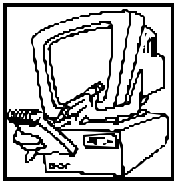
Preparing Files...

Once the system has prepared the files for the Month-End-Closing the operator will receive the following message:

```

This Closes Accounts Payable Period X Ending mm/dd/yyyy
Enter Next Period Closing Date (<Esc> to End) mm/dd/yyyy

```



NOTE: REFER TO THE UTILITIES MANUAL FOR A FURTHER EXPLANATION OF CLOSING DATES.

Once the operator is finished closing the periods pressing <Esc> will further prompt:

Is It Ok To Continue?

Yes

No

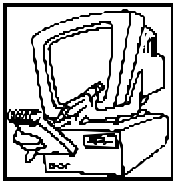
Selecting <N>o will return the operator to the operator to the Main Payables menu. A <Y>es will further prompt:

```
Do You Want To Print End-Of-Period
Transaction Reports?
  Yes      No
```

Selecting <N>o will first prompt you with a second chance to Print, a <N>o will return you to the Account Payables Menu will continue as follows. A <Y>es will display the following screen with the prompt:

Source	Report	Status
A/P	4. A/P Distribution.....	Y
A/P	5. A/P Disbursement Register.....	Y

```
Accept The Status Indicated Above?
  Yes      No
```



NOTE: EACH OF THE REPORTS INDICATED ABOVE IS RELATED TO A PARTICULAR MODULE AND WILL ONLY PRINT IF THAT MODULE IS ACTIVE.

A <Y>es will prompt the operator to turn on the printer and press any key to continue. When the printing is complete the operator will be returned to the Account Payables Menu.

Change Working Date

This selection was created in the Payables file so if it is necessary to change the working date, there is no need to have to step back to the Utility module to change it.

The only prompt that you will receive is:

Enter the date you wish to use or <Enter> xx/xx/xxxx

The current date will default in. After entering the date to generate with and pressing <Enter>, or simply pressing <Enter> to accept the default date, you will be returned to the Main Payables menu.

If working on a network, you can change the date on one station without effecting the rest of the system.

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Raw Material Purchase Order Processing

Please refer to the *Raw Material Inventory Control* manual for information concerning this topic.

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Message System

Please refer to the *System Utility* manual for information concerning this manual.

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Appendix A. Error Corrections

One of the most common errors is entering an invoice which is incorrect. If the information, i.e. Vendor Number, Dates, Reference Numbers, etc. are correct and the amount is wrong, you can correct it by entering a second invoice, either positive or negative, in order for the 2 invoices to total the correct amount. If the original error is too complex to correct this way, simply re-enter the same invoice information, but post a negative amount due. Just remember, if the invoice amount is negative, the distribution must also be negative.

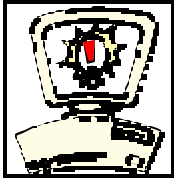
There is a collection of items found under the topic "Error Correction & Notes" in the AS/AP Help System. The user can access this option at any time by pressing the <F1> key. Additional information concerning the AS/AP Help System can be found in the Additional Utilities heading of the System Utility menu.

Topics covered under this help topic include, but are not limited to, writing to a read only file, disk space errors, missing indexes, system crashes, and memory issues.

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Appendix B. Vendor History System

The Accounts Payable Module has an optional Ledger Card (Account History) System which can be interfaced. Basically the Account History records all transactions affecting the Payables. This includes Invoices (disbursed or prior), Checks (manual or printed), and items created by the Repeating Journal of the General Ledger.



WARNING!!! ALTHOUGH THIS ACCOUNT HISTORY SHOULD CONTAIN ALL TRANSACTIONS, THIS IS A NEW MODULE AND IS DESIGNED MORE FOR REFERENCE PURPOSES THAN FOR DETERMINING THE BALANCE OWED TO A VENDOR. IT IS IMPORTANT TO APPROACH THIS INFORMATION WITH SKEPTICISM UNTIL THE DATA INTEGRITY IS PROVEN.

There is a rather unique quirk to the system which can cause the data, especially on large accounts to be difficult to read. You will notice that the index is based on the invoice number. Therefore, if the invoice numbers do not fall in chronological order, the printout will NOT be in a workable sequence

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Appendix C. Preprinted Forms

The only printed forms presently used by the **AS/APtm** Accounts Payable System are the Payable Checks.

The recommended style is DFS DB24-n Dual Purpose Checks (Type 1). This same check can be used by The **AS/APtm** Accounts Payable and Payroll programs. If you use only one checking account the checks are truly interchangeable. Otherwise, we suggest ordering them in two different color's to avoid confusion. In other words, Payables can be ordered in Blue and Payroll in Green.

There are 4 additional styles that **AS/APtm** of Georgia, Inc. can instal, however, these will require custom check printing which is costly and serves no obvious purpose.

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